Hinds Community College

1993 - 94 Catalog

75TH ANNUAL SESSION
HINDS COMMUNITY COLLEGE

RAYMOND CAMPUS
RAYMOND, MISSISSIPPI 39154-9799

UTICA CAMPUS
UTICA, MISSISSIPPI 39175-9599

JACKSON CAMPUS

Academic/Technical Center
3925 Sunset Drive
Jackson, Mississippi 39213-5899

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204-3490

Universities Center
3825 Ridgewood Road
Jackson, Mississippi 39211-6494

Rankin Campus
3805 Highway 80 East
Pearl, Mississippi 39208-4295

Vicksburg-Warren County Branch
1624 Highway 27 South
Vicksburg, Mississippi 39180-8699

Accredited by and member of Southern Association of Colleges and Schools
Accredited by Mississippi Commission on College Accreditation
Member of Mississippi Junior College Association
Member of Mississippi Association of Colleges
Member of American Association of
Community and Junior Colleges

ALL STATEMENTS IN THIS PUBLICATION ARE ANNOUNCEMENTS OF PRESENT POLICIES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME BY THE PROPER AUTHORITY WITHOUT PRIOR NOTICE.

DISTRICT DIRECTORY

FOR	WHERE	PHONE
General Information	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Universities Center	982-6321
	Raymond Campus	857-5261 or 352-3011
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg/Warren County Branch	638-0600
Add/Drop A Course	See Registration Schedule	
Admissions-District Office		857-3212 or 352-3011
Advance Registration	See Registration Schedule	
Athletics:	Raymond Campus	857-3325 or 352-3011
	Utica Campus	885-6062 or 354-2327
Bus Services	Utica Campus	885-6062 or 354-2327
Business Office		857-3200
Cooperative Education & Job Placement		857-3384
Counseling	Jackson Campus	
	Academic/Technical Center	366-1405
	Nursing/Allied Health Center	372-6507
	Universities Center	982-6321
	Raymond Campus	
	Academic	857-3216
	Vocational or Technical	857-3372
	Utica Campus	885-6062 or 354-2327
	Rankin Campus	932-5237
	Vicksburg/Warren County Branch	638-0600
Community Services		857-3233
Financial Aid	Raymond, Jackson, Rankin & Vicksburg	857-3223
	Utica	885-6062 or 354-2327
Housing	Raymond Campus	857-3222
	Utica Campus	885-6062 or 354-2327
RCU	Raymond Campus	857-3312
Recruiting & Tours of Campus		857-3385
Scholarships		857-3385
Student Activities & Clubs	Raymond, Jackson Campuses	857-3388
	Rankin Campus	932-5237
	Utica Campus	885-6062 or 354-2327

HINDS COMMUNITY COLLEGE
College Calendar
1993 - 1995

1993 SUMMER SCHEDULE

June 3, 1993	Open Registration - For summer, eight weeks and evening classes
June 7	First day of classes
July 2	Last day of first summer term classes and final exams Open Registration - second summer term
July 5	Holiday - Independence Day
July 6	First day of class for second term
July 6 - August 6	Advance Registration for 1993 fall semester
August 2	Last day for eight weeks and second term classes; day and evening, and final exams

1993 FALL SEMESTER

August 14, 1993	Part-time Faculty Orientation
August 16	Faculty Reports New Faculty Orientation
August 17	District Faculty Convocation
August 18-19	Open Registration for all locations as announced in fall schedule
August 19	Open Registration completed - Last day to register without added fees Residence halls open for new students
August 20	Work day for faculty and staff Residence halls open for returning students
August 21	Part-time Faculty Orientation
August 23	First day of classes
August 23 - 27	Drop and add (See regulations and fee statement in schedule) Late Registration
August 27	Last day to add or drop a day class before mid-term
August 30	Last day to add a Monday evening class
August 31	Last day to add a Tuesday evening class
September 1	Last day to add a Wednesday evening class
September 2	Last day to add a Thursday evening class
September 6	Labor Day holiday (Night classes will not meet)
September 28	Deadline to apply for fall graduation
October 15	End of first term
October 18	First term and mid-term grades due in Admissions and Records
October 19	First day a student may withdraw from a class
November 15 - December 16	Advance Registration for 1994 spring semester
November 24	Residence halls close at 3 PM for Thanksgiving holidays (Night classes will not meet)
November 25-26	Thanksgiving holidays
November 28	Residence halls open at 3 PM
November 29	Classes resume after Thanksgiving holidays

December 6	Last day to withdraw from a class or all classes
December 10	Last day of day classes
December 13-16	Final examinations - day and evening classes
December 16	Grades due in Admissions and Records - 12 Noon Residence halls close at 3 PM
December 17	Fall Commencement Work day for faculty and staff

1994 SPRING SEMESTER

January 3, 1994	Faculty Reports
January 4	District Faculty Convocation
January 5-6	Open Registration for all locations as announced in spring schedule
January 6	Residence halls open for new students Open Registration completed Last day to register without added fees
January 7	Work day for faculty and staff
January 8	Part-time Faculty Orientation
January 10	First day of classes
January 10-14	Drop and add (See regulations and fee statement in schedule) Late Registration
January 14	Last day to add or drop a class before mid-term
January 17	Heritage Day holiday (Night classes will not meet)
January 18	Last day to add a Tuesday evening class
January 19	Last day to add a Wednesday evening class
January 20	Last day to add a Thursday evening class
January 24	Last day to add a Monday evening class
February 16	Deadline to apply for spring graduation
March 4	End of first term
March 7	First term and mid-term grades due in Admissions and Records
March 8	First day a student may withdraw from a class
March 11	Residence halls close at 3 PM for Spring holidays
March 14-18	Spring holidays
March 20	Residence halls open at 3 PM
March 21	Classes resume after Spring holidays
March 31	Residence halls close at 3 PM for Easter holiday (Night classes will not meet)
April 1	Easter holiday
April 3	Residence halls open at 3 PM
April 4	Classes resume after Easter holidays
April 18 - May 13	Advance Registration for 1994 summer and fall terms
May 2	Last day to withdraw from a class or all classes
May 6	Last day of classes
May 9-12	Final examinations - day and evening classes
May 12	Residence halls close at 3 PM
May 13	Grades due in Admissions and Records - 12 Noon Work day for faculty and staff
May 15	Spring Commencement

1994 SUMMER SCHEDULE

June 2, 1994	Open Registration - for summer, eight weeks and evening classes
June 6	First day of classes
July 1	Last day of first summer term classes and final exams Open Registration - second summer term
July 4	Holiday - Independence Day
July 5	First day of class for second term
July 5 - August 5	Advance Registration for 1994 fall semester
August 1	Last day for eight weeks and second summer term classes; day and evening, and final exams

1994 FALL SEMESTER

August 20, 1994	Part-time Faculty Orientation
August 22	Faculty Reports New Faculty Orientation
August 23	District Faculty Convocation
August 24-25	Open Registration for all locations as announced in fall schedule
August 25	Open Registration completed - Last day to register without added fees Residence halls open for new students
August 26	Work day for faculty and staff Residence halls open for returning students
August 27	Part-time Faculty Orientation
August 29	First day of classes
August 29 - Sept. 2	Drop and add (See regulations and fee statement in schedule) Late Registration
September 2	Last day to add or drop a day class before mid-term
September 5	Labor Day holiday (night classes will not meet)
September 6	Last day to add a Tuesday evening class
September 7	Last day to add a Wednesday evening class
September 8	Last day to add a Thursday evening class
September 12	Last day to add a Monday evening class
October 4	Deadline to apply for fall graduation
October 21	End of first term
October 24	First term and mid-term grades due in Admissions and Records
October 25	First day a student may withdraw from a class
November 21 - December 22	Advance Registration for 1995 spring semester
November 23	Residence halls close at 3 PM for Thanksgiving holidays (Night classes will not meet)
November 24-25	Thanksgiving holidays
November 27	Residence halls open at 3 PM
November 28	Classes resume after Thanksgiving holidays
December 12	Last day to withdraw from a class or all classes
December 16	Last day of day classes
December 19-22	Final examinations - day and evening classes

December 22	Grades due in Admissions and Records - 12 Noon Residence halls close at 3 PM
December 23	Fall Commencement Work day for faculty and staff

1995 SPRING SEMESTER

January 9, 1995	Faculty Reports
January 10	District Faculty Convocation Residence halls open at 3 PM
January 11-12	Open Registration for all locations as announced in spring schedule
January 12	Residence halls open for new students Open Registration completed Last day to register without added fees
January 13	Work day for faculty and staff
January 14	Part-time Faculty Orientation
January 16	Heritage Day holiday (Night classes will not meet)
January 17	First day of classes
January 17-20	Drop and add (See regulations and fee statement in schedule) Late Registration
January 20	Last day to add or drop a class before mid-term
January 23	Last day to add a Monday evening class
January 24	Last day to add a Tuesday evening class
January 25	Last day to add a Wednesday evening class
January 26	Last day to add a Thursday evening class
February 21	Deadline to apply for spring graduation
March 10	End of first term
March 10	First term and mid-term grades due in Admissions and Records
March 10	Residence halls close at 3 PM for Spring holidays
March 13-17	Spring holidays
March 19	Residence halls open at 3 PM
March 20	Classes resume after Spring holidays
March 21	First day a student may withdraw from a class
April 13	Residence halls close at 3 PM for Easter holiday (Night classes will not meet)
April 14	Easter holiday
April 16	Residence halls open at 3 PM
April 15	Classes resume after Easter holidays
April 24 - May 19	Advance Registration for 1995 summer and fall terms
May 8	Last day to withdraw from a class or all classes
May 12	Last day of classes
May 15-18	Final examinations - day and evening classes
May 18	Residence halls close at 3 PM
May 19	Grades due in Admissions and Records - 12 Noon Work day for faculty and staff
May 21	Spring Commencement

1995 SUMMER SCHEDULE

June 1, 1995	Open Registration - for summer, eight weeks and evening classes
June 5	First day of classes
June 30	Last day of first summer term classes and final exams Open Registration - second summer term
July 3-4	Holidays - Independence Day
July 5	First day of class for second term
July 5 - August 4	Advance Registration for 1995 fall semester
August 1	Last day for eight weeks and second summer term classes; day and evening, and final exams

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I
The College Organization

HISTORY OF HINDS COMMUNITY COLLEGE

The history of Hinds Community College is like the texture of a finely woven tapestry. Threads of the history of Utica Junior College and Hinds Junior College are finely interwoven to present what is now a multi-campus comprehensive community college.

In 1903, Dr. William H. Holtzclaw, a native Hinds Countian, achieved a life-time goal by founding the Utica Normal and Industrial Institute as a private school. For forty years, Holtzclaw led this private school as it taught students in the fundamentals of the three R's and how to use their hands.

The Hinds County Agricultural High School in Raymond, was established in 1917 under the initial presidency of W.M. Taylor. With 117 students and eight faculty members, this institution became a major part of a state-wide system of agricultural high schools that eventually evolved into one of the first state-wide systems of junior colleges in the nation. R.E.L. Sutherland took the reins of this new school in 1918. He presided until 1929.

The foundation having been laid in Mississippi for this movement, it was natural that a strong state-wide junior college system would follow directly from the agricultural high schools to the junior colleges.

School year 1922-23 was a banner year in the proud history of Hinds Junior College when it offered the first year of junior college work and enrolled 30 freshman students. The same year the first year of the Agricultural High School operation was discontinued.

In 1926-27, second year offerings were provided to students at Hinds, and in December 1928, the College received its initial accreditation by being admitted into membership in the Southern Association of Colleges and Schools. This meant that junior college students would be admitted to the leading senior colleges and universities in the South, and in the Nation, and have their work fully accepted. Full accreditation has existed since that date.

G.J. Cain served as the president of the Raymond-based institution from 1929 to 1938, when George M. McLendon assumed presidency and served until 1965. Great growth was experienced under his presidency.

During World War II, Hinds Junior College organized the Vocational Division that still exists. As a result of studies of needs in the local area, this division has been continually upgraded through the improvement of the quality of instruction and the facilities for training. The number and variety of offerings has increased significantly and promises to continue to do so.

The early forties saw major changes at the Utica Institute. Dr. William H. Holtzclaw, its founder and leader for forty years, turned over the helm of that institution to his son, William, Junior, who remained as superintendent until 1946. Then in 1946, Mr. J.W. Grantham became superintendent. He remained in that position until 1951.

In 1951, J.D. Boyd became the third president of Utica Institute. In the fourth year of his presidency, Utica Institute was recognized by an act of the State Legislature as the Utica Institute. Boyd remained president until 1957, when Dr. Walter Washington assumed the presidency. In 1958, the name was changed to Utica Junior College, thereby joining the other state junior colleges as part of a pioneering state-wide system.

While all of these developments were occurring at Utica, President McLendon was leading Hinds Junior College in its illustrious growth toward a higher level of excellence and a wider range of offerings designed to satisfy more needs of more students in the District. McLendon retired in 1965.

Replacing him as president was Robert L. Mayo. His tenure as president lasted until 1978. Enrollments continued to increase and programs of study were expanded. In 1957, Mr. J. Louis Stokes replaced Dr. Washington as president of Utica Junior College.

Hinds Junior College opened the Jackson Branch in 1970 and the Vicksburg Warren-County Branch in 1975. Utica was fully accredited by the Southern Association of Colleges and Schools (SACS) in December 1972, and Dr. Clyde Muse was invested as president of Hinds Junior College in 1978.

In the early 1980's, Hinds and Utica enrollments were numbered in the 10,000 range, representing the largest single institution enrollment of freshman and sophomore students in the state.

The histories of Hinds and Utica Junior Colleges were merged in 1982 and, with the energy and input provided by the new Utica Campus, the College was spurred to even greater growth, in physical facilities and parallel community outreach programs.

The Rankin Branch opened in 1983 to serve Rankin County high school students with alternative vocational-technical courses and grew to a comprehensive campus in 1989. The residents of Rankin County served by this new facility are high school students as well as adult non-traditional students.

The Sunset Drive Center, the Nursing/Allied Health Center, and the Universities Center, were gathered into a comprehensive Jackson Campus in 1984, and, in 1992, the Sunset Drive Center added an Academic and Technical building and changed its name to the Jackson Campus Academic/Technical Center.

Another teaching facility addition in the district, was the Vicksburg Branch's new Academic and Technical Building in 1990.

With a new name, Hinds Community College, adopted in 1987, came a new College mission — that of educating not only traditional students in a traditional way, but also of making education available to various sub-groups of non-traditional students in some non-traditional ways. From non-reading factory workers to second-career oriented adults, more and more community members are making changes in their lives because Hinds Community College has pledged to be "The College for All People."

MISSION STATEMENT

The mission of Hinds Community College, a public, comprehensive community college, is to offer pertinent and diverse educational programs and services for persons with various interests and abilities by:

- Providing academic (college transfer) programs that parallel the first two years of four-year college studies
- Providing occupational programs to prepare students for employment
- Providing continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs
- Providing continuing education programs that enhance the quality of life
- Providing short courses, seminars, workshops, and industrial start-up training that will meet educational, business, industrial, and service needs
- Providing high school general education and vocational services through a cooperative agreement with district high schcols

GOALS

The College's mission requires a fundamental commitment to teaching excellence and a supportive, caring student environment. Therefore, the following goals have been established:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide guidance in assessing and developing the aptitudes and the abilities of students
4. To provide guidance, counseling, and learning experiences that will enable students to attain economic security
5. To provide continuing education in academic, technical, and vocational areas
6. To provide extracurricular activities to give students opportunities for developing leadership and social confidence and learning to work with others
7. To provide educational experiences that will enable students to become effective citizens
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs of the community and the district

BOARD OF TRUSTEES

Walter R. Bivens, President (Hinds)
Jobie L. Martin, Vice President (Hinds)
Dr. Leslie Johnson, Secretary (Hinds)

O.H. Simmons (Hinds)
Dr. Ora W. Stanton (Copiah)
D.G. Fountain, Jr. (Hinds)
Charles Craft (Warren)
Donald Oakes (Warren)
Talmadge Portis, Jr. (At-Large)
Dr. Lelia Rhodes (Hinds)
Dale Sullivan (Copiah)
Dr. Michael Vinson (Rankin)
Dr. F.A. White (Claiborne)
F.C. Fox, Jr. (Claiborne)
To Be Announced (Rankin)

BOARDS OF SUPERVISORS

CLAIBORNE COUNTY

Albert Butler, District 1 — Edward Carter, Sr., District 2 — Kenneth P. Vaughan, District 3
Percy Thornton, District 4 — Charles Johnson, District 5

COPIAH COUNTY

Earl Dixon, Jr., District 1 — Tony Smith, District 2 — Wayne Brown, District 3
Manuel Welch, District 4 — Winfred Hammack, District 5

HINDS COUNTY

Barry Vickery, District 1 — Bennie Thompson, District 2 — Peggy Calhoun, District 3
Ronnie Chappell, District 4 — George S. Smith, District 5

RANKIN COUNTY

Lynn Weathersby, District 1 — Larry Swales, District 2 — Charles Hudson, District 3
Charles Shepherd, District 4 — Jack Dennis, District 5

WARREN COUNTY

Patricia Smith, District 1 — John Ferguson, District 2 — Betty B. Jackson, District 3
William F. Lauderdale, Jr., District 4 — Richard George, District 5

ADMINISTRATIVE OFFICERS

DISTRICT ADMINISTRATIVE OFFICERS

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D. ..... President
George E. Barnes, B.S., M.A., Ed.S., Ph.D. ..... Vice President for Utica Campus/Administrative and Student Services
To Be Announced ..... Vice President for Jackson Campus and Branch Operation/ Director of Occupational Programs
Michael J. Rabalais, B.A., M.S., Ph.D. ..... Vice President for Raymond Campus/ Director of Parallel Programs
J. Louis Stokes, B.S., M.S. ..... Executive Assistant for Special Projects
Adam Jenkins, B.S., M.B.A. ..... Vice President for Business Services
Troy H. Henderson, A.A., B.S., M.A., Ed.S. ..... Vice President for Physical Plant and Auxiliary Services
Jimmy Smith, A.A., B.S., M.S. ..... Vice President for Rankin Campus

COLLEGE ADMINISTRATION

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D. ..... President
Jackie Granberry, B.S., M.Ed. ..... Director of Development
*Barbara Blankenship, B.S.E., M.S.E., Ed.D. ..... District Dean of Student Affairs, Dean of Student Affairs-Raymond Campus
Bebe Garrison, B.S. ..... Coordinator of High School Relations
Zandra Nowell, B.S. ..... Coordinator of Development Foundation/Alumni Services
Harriet Vickers, B.S., M.S. ..... District Director, Public Relations
Bob Hodges, A.A. ..... Assistant Director, Public Relations
*Willie Ealey-Stokes, B.S. ..... Assistant Director, Public Relations
*René Warren, B.S., M.Ed. ..... District Director, Athletics
Reggie Harris, B.S. ..... Recruiter
George E. Barnes, B.S., M.A., Ed.S., Ph.D. ..... Vice President for Utica Campus/Administrative and Student Services
E. Rosser Wall, B.A., M.A., Ed.D. ..... District Dean, Institutional Research/Management Information System
Adam Jenkins, B.S., M.B.A. ..... Vice President for Business Services
Jacky F. Sparks, B.B.A. ..... Director of Personnel
Troy Henderson, A.A., B.S., M.A., Ed.S. ..... Vice President for Physical Plant and Auxiliary Services
William Douglas Fowler, B.S., M.S. ..... Director of Facility Use, Janitorial Services
Donald R. Thompson, Jr., P.E. ..... Director of Energy Conservation/Maintenance Services
K.P. Lewis, B.S. ..... Director of Purchasing
Thomas Wasson, B.S. ..... Director of Auxiliary Services
Charles West, A.A.S., B.S. ..... District Director of Computer Services
John Woods, B.S., M.S., Ph.D. ..... Coordinator of Industrial Services
Eddie Dawson, B.A., M.A., G.A.C.S., Ph.D. ..... Director of Adult Basic Education
Billy T. Irby, B.S., M.A., G.A.C.S. ..... District Director, Admission and Records
Clark Henderson, B.A., M.Ed. ..... District Director, Cooperative Education and Placement
John Perritt, A.A., B.S., M.Ed. ..... Director of Instructional Development
*Charles A. Walker, A.A., B.S., M.S. ..... Coordinator of Physical Plant-Utica Campus & District Director of Transportation
Norma Wall, B.S., M.L.S. ..... District Dean, Learning Resources
Robert Louis Mullins, B.S., M.S. ..... Director, Resource & Coordinating Unit for Economic Development
Patsy Mayo, B.A., M.A., ... Coordinator, Business & Government Services
Eugene Gaston, B.S., M.S., Ph.D. ..... Dean of Instruction-Utica Campus
Curtis Kynerd, A.A., B.S., M.Ed. ..... Director of Educational Media Services/Office of Telelearning
Carol Kelley, B.A., M.S. ..... Coordinator/Counselor, Hearing Impaired
Ginger Manchester, B.S., M.S. ..... Director, Student Support Services

JACKSON CAMPUS AND BRANCH OPERATIONS

ADMINISTRATION

To Be Announced ..... Vice President for Jackson Campus and Branch Operations

JACKSON CAMPUS • ACADEMIC/TECHNICAL CENTER

William Wilson, A.A.S., B.S., M.Ed. ..... Dean
Mildred Lester, B.A., M.Bus.Ed. ..... Assistant Dean
Hugh Furr, B.S., M.R.E., Ph.D. ..... Counselor

JACKSON CAMPUS • NURSING/ALLIED HEALTH CENTER

Bobbie Anderson, B.S.N.E., M.Ed., M.N. ..... Dean
Mary Ann Sones, A.A.S., C.D.A., B.S., M.S. ..... Assistant Dean for Allied Health
Dale Thomas, B.A., M.Ed. ..... Counselor

JACKSON CAMPUS • UNIVERSITIES CENTER

Wayne Stonecypher, A.A., B.S., Ed.D. ..... Academic Dean for Jackson Campus and Branch Operations
Martha Wilkins, B.A., M.A., Ph.D. ..... Academic Counselor

RANKIN CAMPUS ADMINISTRATION

Jimmy Smith, A.A., B.S., M.S. ..... Vice President for Rankin Campus
James Pettigrew, Ed.D. ..... Director, High School Voc-Tech
LaPearl Myricks, B.S., M.S. ..... Counselor
Robert Oakes, B.S., M.Ed. ..... Administrative Assistant

VICKSBURG-WARREN COUNTY BRANCH

Joe Loviza, B.S., M.Ed., Ed.S. ..... Dean
Albert Hossley, B.S., M.Ed., Ed.S. ..... Assistant Dean
Wilbur Harpole, Jr., B.S., M.Ed. ..... Counselor

RAYMOND CAMPUS ADMINISTRATION

Michael J. Rabalais, B.A., M.S., Ph.D. ..... Vice President for Raymond Campus & Director of College Parallel Programs
David Durham, B.S., M.S., Ph.D. ..... Academic Dean
Pat Flaherty, A.S., B.S., M.S. ..... Dean, Vocational-Technical Education
Hilton Dyar, Jr., B.S., M.S. ..... Assistant Dean, Vocational-Technical Department
Gayle Senter, B.S., M.Ed. ..... Assistant Dean, Vocational-Technical Department
Barbara Blankenship, B.S.E.,M.S.E.,Ed.D. ..... Dean of Student Affairs
Louanne Langston, A.A., B.S.,B.A. ..... Director of Financial Aid and Veterans Affairs
Ken Anderson, A.A. ..... Director of Housing
Jack Hite, A.A., B.S. ..... Director of Student Activities
*Norma Wall, B.S., M.L.S. ..... District Dean of Learning Resources
*Curtis Kynerd, A.A., B.S., M.Ed. ..... Director of Media Services
*John Perritt, A.A., B.S., M.Ed. ..... Instructional Development Officer
*René Warren, B.S., M.Ed. ..... District Director, Athletics
Carol Kelley, B.A., M.S. ..... Coordinator/Counsleor, Hearing Impaired
Ginger Manchester, B.S., M.S. ..... Director, Student Support Services

UTICA CAMPUS ADMINISTRATION

George E. Barnes, B.S., M.A., Ed.S., Ph.D. ..... Vice President for Utica Campus/Administrative Student Services
Eugene Gaston, B.S., M.S., Ph.D. ..... Dean of Instruction
Jessie J. Killingsworth, B.S., M.S., Ph.D. ..... Dean, Vocational-Technical Education
Charles A. Walker, A.A., B.S., M.S. ..... Coordinator of Physical Plant
Johnny Crisler, A.A., B.S., M.A. ..... Dean, Student Affairs
Thurman Mitchell, A.A., B.S., M.S.Ed. ..... Director of Financial Aid
Charles Bell, B.S. ..... Director of Campus Union
*Alma Fisher, A.A., B.A., M.A. ..... Administrative Librarian
Ellestene Turner, B.A., M.S. ..... Registrar
Shirley Hopkins, B.A., M.A.T., Ph.D. ..... Title III Coordinator & Director, Learning Assistance Program
*Willie Ealey-Stokes, B.S. ..... Assistant Director, Public Relations
William Cornelius, B.A., M.A.T., Ph.D. ..... Director, Student Support Services
Deborah Danner, B.S., M.S. ..... Data Processing Instructor-Manager, Computer Services
Daisy M. LaCour, B.S., M.S. Ed. ..... Director, Upward Bound Program

DIRECTORY OF PROFESSIONAL PERSONNEL

Listed below are District and Campus/Branch/Center personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal route is as follows: From Department Head to Division Chairperson, to Campus Dean, to Campus/Branch Vice President, to appropriate District Vice President, to the College President.

DISTRICT OFFICERS

Vernon Clyde Muse ..... President
George E. Barnes ..... Vice President for Utica Campus/Administrative and Student Services
Adam Jenkins ..... Vice President for Business Services
Troy Henderson ..... Vice President for Physical Plant and Auxiliary Services
J. Louis Stokes ..... Executive Assistant to the President for Special Projects

JACKSON CAMPUS/BRANCH OPERATION OFFICERS

To Be Announced ..... Vice President for Jackson Campus and Branch Operations
William Wilson ..... Dean, Jackson Campus, Academic/Technical Center
Mildred Lester ..... Assistant Dean, Jackson Campus, Academic/Technical Center
Hugh Furr ..... Counselor, Jackson Campus, Academic/Technical Center
Bobbie Anderson ..... Dean, Jackson Campus, Nursing/Allied Health Center
Mary Ann Sones ..... Assistant Dean for Allied Health
Dale Thomas ..... Counselor, Jackson Campus, Nursing/Allied Health Center
Joe Loviza ..... Dean, Vicksburg-Warren County Branch
Albert Hossley ..... Assistant Dean, Vicksburg- Warren County Branch
Wilbur Harpole, Jr. ..... Lead Counselor, Vicksburg-Warren County Branch
Wayne Stonecypher ..... Academic Dean for Jackson Campus and Branch Operations, Universities Center
Martha Wilkins, B.A., M.A., Ph.D. ..... Academic Counselor, Jackson Campus, Universities Center

DEPARTMENT CHAIRPERSONS

Norma Dell Broadway ..... Business Technology, Jackson Campus, Academic/Technical Center
Mary Ann Jacobs ..... Child Care Development, Jackson Campus, Academic/Technical Center
Richard Gavant ..... Dental Assisting, Jackson Campus, Academic/Technical Center
James L. Richardson ..... Hotel Restaurant Management, Jackson Campus, Academic/Technical Center
Jane Elder ..... Medical Lab Technology, Jackson Campus, NAHC
Sandra Freeman ..... Practical Nursing, Jackson Campus, NAHC
Pat Matthews ..... Respiratory Therapy, Jackson Campus, NAHC
Martha Thomas ..... Surgical Technology, Jackson Campus, NAHC
Otho Otto Sisson ..... Trade and Technical Programs, Jackson Campus, Academic/Technical Center

RANKIN CAMPUS OFFICERS

Jimmy C. Smith ..... Vice President for Rankin Campus
James Pettigrew ..... Director of High School Voc-Tech
LaPearl Myricks ..... Counselor
Robert Oakes ..... Administrative Assistant

DEPARTMENT CHAIRPERSONS

Jeff Hughes ..... Mathematics
Gary Fox ..... English
John Payn ..... Physics
Eleanor Long ..... Social Science
Hamilton Wise ..... Biology
Jean Powers ..... Business Technology
Manual Shows ..... Electronics Technology
Elaine Barr ..... Developmental Studies

RAYMOND CAMPUS OFFICERS

Michael J. Rabalais ..... Vice President
David Durham ..... Academic Dean
Pat Flaherty ..... Dean, Vocational-Technical Education
Hilton Dyar ..... Assistant Vocational-Technical Dean
Gayle Senter ..... Assistant Vocational-Technical Dean
Barbara Blankenship ..... Dean, Student Services
Louanne Langston ..... Director, Financial Aid and Veterans Affairs
Anne Grove ..... Assistant Director, Financial Aid and Veterans Affairs
Ken Anderson ..... Director of Housing
Jack Hite ..... Director of Student Activities
Norma Wall ..... Administrative Librarian
Curtis Kynerd ..... Director of Media Services
John Perritt ..... Instructional Development Officer
Bob Hodges ..... Assistant Director, Public Relations
Clifford Nelson ..... Coordinator, Academic Counseling and Testing

DEPARTMENT CHAIRPERSON

Thad Owens ..... Agriculture
Russell Schneider ..... Art
Linden Haynes ..... Biology
Tom Shepherd ..... Business Administration
Mary Etta Naftel ..... Business Technology/Computer Technology
Lester Harrison ..... Chemistry/Physical Science
Jerry Roberts ..... Marketing Technology
Lonnie Harper ..... Drafting
Harry Partin ..... Electronics Technology
Peggy Brent ..... English
Mike Hataway ..... Graphic Arts
Bob Laster ..... Graphics
Alice Walker ..... Home Economics
Dan Hogan ..... Mathematics
Judy Moore ..... Medical Records Technology
Rolland Shaw ..... Music
Terri Baker ..... Physical Education

Betty Clayton ..... Psychology
Hilda McRaney ..... Reading
Lura Scales ..... Social Science
Jerry Agent ..... Speech

UTICA CAMPUS OFFICERS

George E. Barnes ..... Vice President
Eugene Gaston ..... Dean of Instruction
Johnny Crisler ..... Dean, Student Affairs
Thurman Mitchell ..... Director of Financial Aid
Charles Bell ..... Director of Campus Union
Alma Fisher ..... Administrative Librarian
Ellestene Turner ..... Registrar
Shirley Hopkins ..... Coordinator, Title III & Director, Learning Assistance Program
Jessie Killingsworth ..... Dean, Vocational-Technical Education
Willie Ealey-Stokes ..... Assistant Director, Public Relations
William Cornelius ..... Director, Student Support Services
Deborah Danner ..... Data Processing Instructor - Manager, Computer Services
Charles A. Walker ..... Coordinator of Physical Plant

DIVISION CHAIRPERSONS

Ernestine Black ..... Business
Bobbie Cooper ..... Humanities
Mae C. Jackson ..... Science and Math
James Jordan ..... Education

** Dual Reporting Responsibilities*

FACULTY

JACKSON CAMPUS
Nursing/Allied Health Center

Joyce Adams ..... Related Studies
B.S. M.S., University of Alabama; Ed.S., Mississippi State University

Gwendolyn Adcock ..... Surgical Technology
A.D.N., Northeast Mississippi Community College

Bobbie Anderson ..... Dean, Nursing/Allied Health Center
B.S.N.E., University of Alabama; M.Ed., Mississippi College; M.N., University of Mississippi

Janice Black Armstrong ..... Nursing (RN)
B.S.N., Oklahoma University; MSN, University of Texas at Arlington

John E. Ashley ..... Academic Counseling
B.A., M.Ed., Mississippi State University

Sherry Avenmarg ..... Continuing Education
B.S.N., M.N., University of Mississippi

Patty S. Baker ..... Nursing (RN)
B.S.N., M.N., University of Mississippi

Dene Bass-Simmons ..... Nursing (RN)
Diploma, Gilfoy School of Nursing, B.S.N., M.N., University of Mississippi

Catherine Broome ..... Nursing (MN)
B.S.N., University Medical Center; University of Florida Nursing R.N.

Delene Browning ..... Nursing (RN)
B.S.N., Armstrong State College; M.S.N., Medical College of Georgia

Jacqueline Carrillo ..... Nursing (RN)
B.S.N., California State University; M.S.N., University of Mississippi

Gloria Coxwell ..... Nursing (RN)
B.S.N., Texas Woman's University, M.N., University of Mississippi

Sandra Geraldine Crook ..... Nursing (RN)
B.S.N., M.N., University of Mississippi

Irma David ..... Nursing (RN)
B.S.N., Mississippi College; M.S.N., University of Southern Mississippi

Sharon Graves Davis ..... Nursing (RN)
B.S., M.S., University of Mississippi

Kathy Dickey ..... Nursing (RN)
B.S.N., M.S.N., Medical University of South Carolina

Joanne Durgard ..... Practical Nursing
Diploma, New Orleans Southern Baptist Hospital; B.S.N., University of Southern Mississippi

Jane K. Elder ..... Medical Lab Technology
B.S., Kansas State University; M.S., University of Kentucky

Elvalene Floyd ..... Nursing (RN)
B.S.N., Mississippi College; M.S.N., University of Mississippi

Darlene Ford ..... Nursing (RN)
B.S.N., Mississippi College, M.S.N.,University of Mississippi

Sandra Freeman ..... Practical Nursing
Diploma, Gilfoy School of Nursing; B.S.Ed., University of Southern Mississippi; Mississippi College

Cynthia Lynn Gant ..... Practical Nursing
A.D., R.N., Memphis State University

Rosa Garner ..... Nursing (RN)
A.A.S., Hinds Community College; B.S.N., M.S., Mississippi College

Dorothy A. Gardner ..... Learning Lab Manager
A.A.S., Hinds Community College; B.S.N., William Carey College; University Of Mississippi School of Nursing

Margaret T. Haynes ..... Nursing (RN)
B.S., Marymount College; M.N., University of Mississippi

Pamela Gene Hendricks ..... Nursing (RN)
Diploma, Kentucky Baptist School of Nursing; B.S.N., Memphis State University; M.S.N., Vanderbilt University

Stephanie F. Hodgins ..... Respiratory Care
A.A.S., Itawamba Community College, Registered Therapist, National Board for Respiratory Care

Linda Mitchell Hughes ..... Nursing (RN)
A.A.S., Mississippi Delta Junior College; B.S., Northeast Louisiana University; M.N., University of Mississippi

Myrtle Isonhood ..... Nursing (RN)
B.S.N., M.C.C., Mississippi College; M.N., University of Southern Mississippi

Vicky Y. Ivey ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Barbara A. Hills Johnson ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Katherine Stubblefield Jones ..... Nursing (RN)
B.S.N., University of Mississippi; M.S.N, University of Southern Mississippi

Nina Kerstine ..... Medical Lab Technology
B.S., Mississippi State University; M.H.S., Mississippi College

Dixie Poole Keyes ..... Nursing (RN)
Diploma, New Orleans Charity Hospital; B.S.N., M.N., University of Mississippi

Mattie L. Knight ..... Practical Nursing
A.A.S., Hinds Junior College

Elizabeth H. Mahaffey ..... Nursing (RN)
B.S.N., Mississippi College; M.S.N., M.S., Ph.D., University of Southern Mississippi

Patricia Matthews ..... Respiratory Care
A.A.S., Hinds Junior College; Registered Therapist, National Board for Respiratory Care

Ethel May ..... Nursing (RN)
B.S.N., University of Mississippi; M.S., Auburn University

Terri Cox McCarver ..... Nursing (RN)
B.S.N., M.S.N., University of Mississippi

Charlotte Ann McHenry ..... Nursing (RN)
B.S.N., University of Mississippi; M.S., University of Maryland; Ph.D., Florida State University

Mary Ester Pearson ..... Practical Nursing
B.S.N., University of Mississippi

Mercy Mammah Popoola ..... Nursing (RN)
Diploma, Bendel State Baptist School of Nursing; B.S.N., Mississippi College; M.S.N., University of Mississippi

Cynthia Pulliam ..... Nursing (RN)
B.S.N., University of Southern Mississippi; M.N., University of Mississippi

Syliva Redd ..... Practical Nursing
B.S., Mississippi College

Pamela H. Reeves ..... Nursing (RN)
B.S.N., Mississippi University for Women; M.S.N., University of Mississippi

Judith Ann Roberson ..... Nursing (RN)
A.A.S., Hinds Community College; B.S.N., University of Mississippi; M.S., University of Southern Mississippi

Cynthia K. Rollins ..... Nursing (RN)
B.S.N., University of Southern Mississippi; M.S.N., University of Mississippi

Maurine Kay Sieh ..... Nursing (RN)
B.S.N., Northeast Missouri State University; M.S.N., University of Mississippi

Mary Ann Sones ..... Assistant Director for Allied Health
A.A.S., Hinds Junior College; C.D.A., Dental Assisting National Board; B.S., University of Southern Mississippi; M.A.T., Mississippi State University; Mississippi College

Debra G. Spring ..... Nursing (RN)
B.S.N., M.S., University of Southern Mississippi

Landa Strum ..... Nursing (RN)
Diploma, Gilfoy School of Nursing, B.S.N., M.N., Ed.D., University of Mississippi

Dianne A. Sturdivant ..... Nursing (RN)
B.S.N., M.N., University of Mississippi

Diane Sylvester ..... Respiratory Care
A.A.S., Hinds Community College; Registered Therapist, National Board of Respiratory Therapists

Shelah Tetters ..... Nursing (RN)
B.S.N., University of Mississippi; M.N., Mississippi University for Women

Martha G. Thomas ..... Surgical Technology
Diploma, Mississippi Baptist Hospital; B.S., University of Southern Mississippi

Robert Dale Thomas ..... Vocational Counseling
B.A., M.Ed., Mississippi College

Connie Faye Townsend ..... Nursing (RN)
B.S.N., Mississippi College; M.N., University of Mississippi; Ed.D., University of Southern Mississippi

Rebecca Tustain ..... Nursing (RN)
A.A.S., Hinds Community College; B.S.N., William Carey College; M.S.N., University of Mississippi

Charlotte H. White ..... Nursing (RN)
A.A.S., Jones Junior College; B.S.N., M.N., University of Mississippi

Theresa Winschel ..... Respiratory Care
A.A.S., Hinds Community College, Registered Therapist, National Board of Respiratory Care

Rhoda Woodard ..... EMT
RN, Evangelical Deaconess Hospital School of Nursing, Milwaukee, Wisconsin; EMT, Hinds Junior College

Katie Worrell ..... Practical Nursing
A.A.S., Hinds Junior College District

JACKSON CAMPUS
Academic/Technical Center

Edna Bilbro ..... Business Administration
B.B.A., Delta State University; M.B.A., Mississippi College

Patsy Bozeman ..... Business Technology
B.A., University of Southern Mississippi; M.Ed., Mississippi State University

Norma Dell Broadway ..... Business Technology
B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi

Burlene Brumfield ..... Child Care and Development
B.S., Alcorn State University; University of Southern Mississippi; M.A., Ed.S., Jackson State University

Cheryl Carr ..... Business Technology
A.A., Holmes Junior College; B.S., M.S., Delta State University

Margaret Carr ..... Remedial Studies
B.A., M.A., Winthrop College; Ed.S., Appalachian State University

Betsy Carraway ..... Culinary Arts
A.A., Johnson & Wales University, Providence, Rhode Island

Wendell Deer ..... Math/Physics
A.A., Southwest Mississippi Community College; B.S., M.S., University of Southern Mississippi; Ed.D., Florida State University; University of California at Berkeley

Jane E. Dykes ..... Basic Skills Instructor
A.A., Copiah-Lincoln Junior College; B.A., Mississippi College

William Hugh Furr ..... Counselor
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; M.R.E., New Orleans Baptist Theological Seminary; Ph.D, Clayton University

Saundra DeLong Garvey ..... Business Technology
B.S.Ed., M.Ed., Mississippi College; Ed.S., Jackson State University; Memphis State University, Mississippi College, Mississippi State University

Harvey Gavant ..... Dental Assisting
B.S., D.M.D., University of Alabama

Angela Griffin ..... Business Technology
A.A., Itawamba Junior College; B.S.,M.S., Mississippi University for Women; Mississippi State University

Walter T. Hammack ..... Communications Electronics Repair Technology
A.S., Cameron University; B.S., Cameron University

LaDonna Hathorn ..... Counselor
B.S., Alcorn State University; M.S.Ed., Jackson State University

Mary Ann Jacobs ..... Child Care and Development
B.S.M., Mississippi University for Women; M.Ed., Mississippi College;
M.R.E., Southwestern Baptist Theological Seminary

Mark A. Langston ..... Quality Assurance Technology/Inspection & Tech. Option
A.A., Copiah-Lincoln College; B.S., Memphis State University

Millie Lester ..... Assistant Dean
B.S., M.Ed., University of Mississippi

Mary Ann Long ..... Library
B.S., M.Ed., Ed.S., Mississippi State University

Melody Joy Lowe ..... Job Placement Counselor
B.A., M.Ed., Mississippi State University

Nancy McMurtrey ..... Child Care and Development
B.S., M.S., Mississippi College

Donna Ogle Meeler ..... Business Technology
B.S.Ed., Radford College; M.B.Ed., Mississippi College; Mississippi State University

Vent Mixon ..... Computer Aided Drafting Tech
Certified Drafting Certificate, Southwest Community College; B.S., Jackson State University;
M.I.T., Bowling Green State University

Barbara A. Nickey ..... English/Speech
A.A., Hinds Junior College; B.S., Mississippi University for Women; M.A., Florida State University

Pamela Eatmon Reeves ..... Dental Assistant
A.A., Hinds Junior College

James Larry Richardson ..... Hotel & Restaurant Management
A.A.S.,Hinds Junior College; B.S., M.S., University of Southern Mississippi

Cleavern Robertson ..... Vocational Counseling
B.S., Jackson State University; M.Ed., Delta State University; Jackson State University

Mary Robinson ..... English
B.A., M.A.T., Jackson State University

Arlene Shelby ..... Dental Assistant
A.A.S., Hinds Community College

Karena Simon ..... Academic Counselor
B.S., M.S. Ed.,Jackson State University

Otho Sisson ..... Electronics Tech
A.A., Jones Junior College; B.S., William Carey College

Alex Sivira ..... Computer Aided Drafting Technology
A.A., Hinds Junior College; B.S., University of Southern Mississippi

Pat Sumrall ..... Special Services (Sex Equity Project Coordinator)
B.S., M.S., Mississippi State University, M.S., Memphis State University

Jackie Waite ..... JTPA Office/Clerical
A.A.S., Hinds Community College; B.S., Mississippi College

William Wilson ..... Dean
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi; Ed.S., Mississippi College

JACKSON CAMPUS
UNIVERSITIES CENTER

Sharron Lee Cauthen ..... Business Administration
A.A., Holmes Junior College; B.S., Mississippi University for Women; M.B.A., Mississippi College

William A. Compere ..... Math/Computer Science
B.A., Mississippi College; M.Ed., Mississippi State University;
M.S.C.S., University of Mississippi; Auburn University

Audrey M. Singletary ..... Sociology
A.A., Hinds Community College; B.A., M.A., University of Mississippi

Martha H. Wilkins ..... Counselor/History
B.A., University of Mississippi; M.A., Mississippi College; Ph.D., University of Mississippi

RANKIN CAMPUS

Ginger Arledge ..... Chemistry
B.S., M.Ed., Mississippi State University

Elaine H. Barr ..... Related Studies
B.S., M.Ed., Mississippi State University; Georgia State University, Millsaps College, Jackson State University

Brenda Bynum ..... Intensive Business
A.A, East Central Junior College; B.A., M.S., Mississippi State University

Gary Fox ..... English
B.A., Millsaps College; M.A., Mississippi College

Linward Garrett ..... Metal Trades
B.S., Jackson State University; University of Southern California; University of Oklahoma

Patricia Grantham ..... Child Care
B.S., M.A., Northwestern State University

Velma Hankins ..... Direct Care Instructor
B.A., Jackson State University; M.S., Western Michigan State University

Dana Harrell ..... Marketing Cooperative
A.S., Hinds Community College; B.S., Mississippi State University

Marion Faye Henson ..... Quality Foods
A.A., Holmes Community College; B.S., Mississippi State University

Lynn Holliday ..... Diversified Occupations Coordinator
B.S., Mississippi State College for Women; Mississippi College; Jackson State University

Jeffrey Hughes ..... Mathematics
B.A., Mississippi College; M.Ed., University of Mississippi

Shelia Holden ..... Marketing/Cooperative
B.S., Mississippi State University

Dorothy Hunt ..... English
B.A., Mississippi University for Women; M.A., Mississippi State University

De Hurston ..... Art
B.A., Belhaven College; M.A., University of Mississippi

Russell Jackson ..... Diversified Technology
B.S., Industrial Technology, University of Southern Mississippi

Allan B. Johnson ..... Ag. Diesel Mechanics
A.A., Hinds Junior College

Eleanor Long ..... History
B.A., M.A., Mississippi College

Kara Longmire ..... Biology
B.S., M.A.T., Mississippi State University

Ernest McFadden ..... Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University

Inda Milner ..... Computer Science
B.S., M.Ed., Mississippi College

Jeanette Morrison ..... Business Technology
A.A.S., Hinds Junior College; B.S., M.Ed., Mississippi College, Mississippi State University, University of Mississippi, University of Southern Mississippi

LaPearl Myricks ..... Academic Counselor
B.S., Alcorn State University; M.S., Mississippi State University

John Payn ..... Mathematics/Physics
B.S., Louisiana State University; M.A., John Hopkins University; M.C.S., Mississippi College

Robert Perkins ..... General Electricity & Wiring
A.S., Copiah-Lincoln Junior College; B.S., Boise State University

Jean R. Powers ..... Business Technology
B.S., Ed., Belhaven College; B.S., Secretarial Science, Belhaven College; M.Ed., Mississippi College

John R. Scoggins ..... Auto Body
Hinds Junior College

Phillip E. Scott ..... Carpentry
B.S., Jackson State University

Manuel Shows ..... Electronics
A.A., Holmes Community College

Alice R. Smith ..... Related Studies
A.A., Copiah-Lincoln Junior College; B.S., Mississippi College; M.S., University of Southern Mississippi

Ronald C. Smith ..... Drafting
A.A., Hinds Community College

Sandra Stonecypher ..... JTPA Related Studies
A.A., Southeastern Junior College; B.A., William Carey College

Pamela Truhett ..... Vocational-Technical Counselor
B.S., M.Ed., Mississippi State University

Paula Washington ..... Guidance
B.S., Delta State University; M.S., Jackson State University

Lise Williams ..... Allied Health Cluster
B.S., Mississippi University for Women

Dr. Hamilton Wise ..... Biology
B.A., University of Maryland; M.S., Pan America University; Ph.D., North Texas State University

Nan Woods ..... Marketing Management Technology
B.S., M.S., University of Southern Mississippi

RAYMOND CAMPUS

Jerry Payton Agent ..... Speech
A.A., Hinds Junior College; B.S., University of Southern Mississippi, M.Ed., Mississippi College
University of Mississippi

Lynda L. Allen ..... Mathematics
B.A., Mississippi College, M.S., University of Mississippi

Faye R. Angelo ..... English
B.A., M.A., Mississippi State University; University of Mississippi; University of Southern Mississippi

Lou Ann Askew ..... Related Studies
A.A., Hinds Junior College; B.S., M.Ed., Mississippi College

Mac L. Baker ..... Marketing Technology
B.S., University of Southern Mississippi, M.Ed., Mississippi State University, University of Southern Mississippi

Terri S. Baker ..... Physical Education
B.S., M.Ed., University of Mississippi

Billie L. Banes ..... Farm Management
A.A.S., Hinds Junior College, B.S., M.S., Mississippi State Mississippi

Richard N. Baskin ..... Aircraft Mechanics
Louisiana Tech University; Northeast Louisiana University; Hinds Community College;
University of Southern Mississippi; Mississippi State University

Linda B. Bath ..... Business Technology
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College

Anna Margaret Bee ..... Hi-Steppers, Dance, Modeling
A.B., Stanford University; Dance Master, Chalif Schoo of Dance (New York); June Taylor School of Dance,
New York Ballet Theatre

James Robert Bell ..... Chemistry
B.A., M.C.S., University of Mississippi; Ph.D., University of Southern Mississippi

Kenneth Alf Benson ..... Psychology
B.S., M.A., Eastern New Mexico University

Nancy L. Benson ..... English
B.S.Ed., M.A., Mississippi State University

Mike Berry ..... Biology
B.S., Alcorn State University; M.A., Atlanta University; Texas Southern University;
Tuskegee Institute; University of Mississippi; Mississippi State University

Lucretia Berry ..... Business Technology
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi;
Mississippi State University; University of Southern Mississippi

Melissa Black ..... Mathematics
B.S., Mississippi State University; M.S., Mississippi College

Peggy L. Blackwell ..... Music
B.M.E., University of Southern Mississippi; M.M.E., Mississippi College

Phillip Booth ..... Psychology
B.A., M.S., University of Southern Mississippi; Ed.D., East Texas State University;
LPC, MS., Clinical Member AAMFT

Peggy Ann Brent ..... English
B.A., Millsaps College; M.Ed., Mississippi College; Florida Atlantic University; University of Southern Mississippi;
University of West Florida; University of Arkansas; University of Edinburgh (Scotland)

Susan Brock ..... Related Studies
B.S., Mississippi State College for Women; M.S., Mississippi College

Sue Longest Brooks ..... Speech
B.A., Blue Mountain College; M.Ed., Mississippi College; University of Mississippi; University of Southern Mississippi

Britt Brown ..... Philosophy
A.A., Copiah-Lincoln Community College; B.A., M.A. University of Southern Mississippi;
University of Southern Mississippi (London, England; Kirchberg am Welchsel, Austria)

Jerry Gale Carr ..... English
B.A., M.A., Mississippi State University; University of Southern Mississippi; Jackson State University

Wesley Eddie Carson ..... Air Conditioning/Refrigeration
B.S., Mississippi State University

Shu Hsiung Chang ..... Chemistry
B.S., Cheng-Kong University; Ph.D., University of Cincinnati

Robert Dale Cheesman ..... Music
B.M.E., M.M.E., University of Southern Mississippi

H. Dee Clanton ..... Counselor, Hearing Impaired
B.S., Gallaudet University; M.S., University of Tennessee

Richard A. Clarke ..... Physical Educationj
B.S., M.Ed., Mississippi College

Betty Derrick Clayton ..... Psychology
B.A., Mississippi College; B.S., University of Southern Mississippi; Mississippi State University; University of Mississippi

John Cockrell ..... Machine Shop
A.A.S., Hinds Junior College; University of Southern Mississippi

Raymond John Corice, Jr. ..... Physical Science
B.S., M.S., University of Tennessee; Ph.D., World Open University

Rosia W. Crisler ..... English
B.S., Mississippi Valley State University; M.A., Western Illinois University; Columbia University; University of Mississippi; New York University; Paris, France; Ed.S., Jackson State University

Tracy A. Crosby ..... Music
A.A., Hinds Junior College; B.M.E., M.M.E., Northeast Louisiana University

A. Lamar Currie ..... Meat Merchandising
B.S., Belhaven College

Opal Dakin ..... Biology
B.S., Delta State University; M.S., Ph.D., Mississippi State University

Lisa Bell Davis ..... Mobile Unit Instructor for RCU
B.S., University of Mississippi; M.A.T. Elem. Ed., Alaska Pacific University

William D. Dixon ..... Farm Management
A.A., Holmes Junior College; B.S., M.S., Mississippi State University

Bob Allan Dunaway ..... Art
B.S.Ed.,Mississippi College; M.S.Ed., Illinois State University; Arizona State University

Janice E. Duncan ..... Sociology
B.A., Dillard University; M.S., East Texas State University; Texas A & M University; East Texas State University; North Texas State University; Jackson State University

Paula L. Duren ..... Art
B.F.A., University of Southern Mississippi; M.A., Mississippi College

James David Durham ..... Physical Science
B.S., Georgia Tech; M.S., Ph.D., University of Tennessee

Hilton W. Dyar ..... Assistant Dean, Vo-Tech Education, Raymond
A.A.S., Hinds Junior College; B.S., M.S.Ed., University of Southern Mississippi

Ann Eaves ..... Music
B.M.Ed, Mississippi State College for Women; M.M.Ed., Auburn University; University of Alabama; George Peabody College of Vanderbilt

William Eaton ..... Electronics Technology
A.A., Hinds Junior College; B.S., University of Mississippi

Beverly Derden Fatherree ..... English
A.A., Hinds Junior College; B.A., Millsaps College; M.A., Northeast Louisiana University

Ben H. Fatherree ..... History
B.A., M.A., Ph.D., Mississippi State University; Columbia University; Stanford University; Mississippi College School of Law

Donald Ernest Faulkner ..... Physical Science
B.S., Millsaps College; M.S., University of Rochester; Mississippi College

Sharon Feaster ..... Biology
B.S., M.S., Delta State University; University of Mississippi Medical Center; University of Southern Mississippi

Helen Juanita Flanders ..... Library
A.A., Hinds Community College; B.A., Mississippi University for Women; M.L.S., Vanderbilt University; Ph.D., Bowling Green State University

Terry Fletcher ..... Music
B.M.Ed., Millikin University; M.M., Northern Illinois University; University of Southern Mississippi

James Fulton ..... Biology
A.A., East Central Junior College; B.S., M.Ed., Ed.D., Mississippi State University

Betty Katherine Furstenberger ..... English
B.A., Millsaps College; M.A., Mississippi College; University of Mississippi

Godfrey Lawrence Garner ..... Criminal Justice
B.S., Langston University, University Center at Tulsa; M.S., Northeastern Oklahoma State University; Mississippi State University; University of Southern Mississippi

Margaret Ann Gandy ..... Business Technology
B.S., M.S., University of Southern Mississippi; Mississippi College, University of Southern Mississippi

Lavina Ganshani ..... Computer Science
B.S., University of Bombay, India; M.S., Jackson State University

Daniel Gilbert ..... Psychology
B.A., Louisiana Tech University; M.S., Northeast Louisiana University; M.C.C., Mississippi College; LPC, MS

Bobby O. Glenn ..... Veterinary Technology
B.S., Mississippi State University; D.V.M., Auburn University

June Mueller Graham ..... Business Technology
A.A., Jones Junior College; B.S.C., M.B.E., University of Mississippi; East Carolina University; Mississippi College; Mississippi State University

Billy Dale Graves ..... Physical Science
B.S., M.S., Ph.D., Mississippi State University

Doris Grubbs ..... Assistant Director, Student Support Services
M.S., Mississippi College

William G. Hairston ..... History, Geography
B.S., University of Mississippi; M.A., Michigan State University

Denise Marlene Halbach ..... Theatre and Speech
B.A., University of Mississippi; M.F.A., University of Southern Mississippi

Glen D. Hall ..... Physical Education
B.S., Grambling University

Martha D. Hand ..... Computer Technology
B.S., Mississippi College; Mississippi State University

Dale S. Haralson ..... Transfer Coordinator, Student Support Services
B.A., Mississippi College; M.Ed., Mississippi State University

Lonnie Lee Harper ..... Industrial Drafting
A.A.S., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.S., Jackson State University

James A. Harris ..... Office Machines Repair
A.A., Hinds Junior College; University of Southern Mississippi

Joanne Matthews Harrison ..... Biology
B.A., Southwestern at Memphis; M.S., Memphis State University; Mississippi State University

Lester Wayne Harrison ..... Physical Science
B.S., Lambuth College; M.S., Ph.D., Memphis State University; University of Georgia; University of Kentucky

Michael Willis Hataway ..... Commercial Design & Advertising
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College; Mississippi State University

James A. Hatten ..... Aircraft Mechanics
Weber State College; Utah State University; Mississippi State University; ILiff School of Theology

Linden Smith Haynes ..... Biology
B.S., Alcorn State University; M.S., Virginia State University; Ph.D., Iowa State University

L.C. Henderson ..... Bricklaying
B.S., M.S., Jackson State University

Martha Hill ..... Landscape Management
B.S., Mississippi State University

Dean W. Hodges ..... Heavy Equipment Maintenance
A.A.S., Hinds Community College; B.S., Western Illinois University; M.S., University of Southern Mississippi

Daniel A. Hogan ..... Mathematics
B.S., University of Southern Mississippi; M.S., Ph.D., Louisiana Technical University

Jo Smith Hollman ..... Sociology
B.A., M.A., Mississippi College; Mississippi College Law School, University of Mississippi, University of Southern Mississippi; Mississippi State University

Victoria K. Houser ..... Rehabilitation Center for Blind
B.A., University of Iowa; M.S., University of Tennessee

Charlie T. Hubbard ..... Vocational Counseling
B.S., Alcorn State University; M.A., Texas Southern University; Ed.S., Jackson State University

Joe Frank Huffman ..... Carpentry
B.S., Mississippi State University; Delta State University; M.S., Jackson State University

John Ingwerson ..... Music
B.A., University of Nebraska; M.M.Ed., University of Arizona; Western Washington University

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Larry Ford Lofton ..... Business Administration
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B.S., Mississippi State University

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UTICA CAMPUS

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John H. Thomas ..... Vocational Counseling
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Robert Thornell ..... Auto Mechanics
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Sharlott Valentine ..... Child Care
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Janet Whatley ..... Practical Nursing
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II
Admissions
Expenses
Regulations

STUDENT GUARANTEE POLICY

Hinds Community College will guarantee to its academic graduates and other students who have met the requirements (up to a 64 credit hour transfer plan) the transferability of course credits to those Mississippi colleges or universities that cooperate in the development of community college selection guidelines. If such courses are rejected by the college or university, the student may take tuition-free alternate courses at Hinds Community College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university and the community college as transferable and acceptable under previous agreements by both the community college and four-year college or university.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in previous agreements between community colleges and four-year colleges and universities.
3. The guarantee applies to courses included in the written transfer plan—which includes the institution to which the student will transfer, the baccalaureate major and the degree sought, and the date such decision was made—which must be filed with the appropriate official of the community college.

If a technical or vocational graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the community college district under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned a degree or certificate for a course listed in the current community college catalog.
2. The graduate must have completed his course work within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president or dean of instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the community college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Students' sole remedy against the district and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through a written contract with the office of the college president.

ADMISSION PROCEDURES

NOTE: Certain programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs."

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or disability.

Hinds Community College subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum. Therefore, admission to Hinds Community College does not necessarily mean admission to the curriculum desired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

All applicants are notified of their admission status as requested information is received in the District Office of Admissions and Records.

ADMISSION REQUIREMENTS

Academic and technical students who enroll in Hinds Community College are required to meet the following admission requirements:

1. Submit an application for enrollment to the Hinds Community College Office of Admissions and Records.

2. Beginning freshmen must submit an official high school transcript from an accredited high school, showing date of graduation and principal's signature; or, submit an official high school transcript from an accredited high school showing seventeen (17) acceptable high school units with a composite score of eighteen (18) on the first writing of the ACT; or submit an official G.E.D. transcript with satisfactory scores.

3. Students under twenty-one (21) years of age must submit ACT scores. No specific score is required for general admission, however, certain programs do have specific score requirements. Residual ACT tests will be offered by the college to those students who wish to register at Hinds, but who have not taken the ACT. However, Residual ACT scores are not transferrable. Residual ACT tests taken at other institutions will not be accepted at Hinds. Contact the Counseling Office at the location you plan to attend for further information on taking the test.

   Beginning freshmen, twenty-one (21) years or older who have not taken the ACT will be required to take a placement test before registering for English, math or reading courses.

4. Before registering, transfer students from another college(s), must have on file in the Office of Admissions an official transcript from their previous accredited college. An official transcript is one mailed directly to the Office of Admissions from the former college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT". Transfer students under twenty-one years of age must also provide ACT scores prior to registering.

5. All first-time, full-time students born on or after January 1, 1957, including transfer students, must provide proof of immunization for measles and rubella. (See Immunization Policy)

6. When high school and/or college records NO LONGER EXIST for a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond campus to determine if such may be accepted in lieu of a transcript.

7. Vocational students must meet all admission requirements other than the ACT requirement and high school graduation. Vocational students must be interviewed by a faculty member or admissions committee in their major. All Vocational students in order to be admitted to a vocational program must take Version D, Form 5 or 6 of the TABE Test and scoring a 5.1 or higher. The student may not be enrolled or attend classes until the TABE test is administered, scored, and if applicable the ability-to-benefit certificate is completed and signed by all parties.

All admission requirements must be completed within 30 calendar days after the first official day of class each semester or eight-week term. If this requirement is not met, the student will be removed from all classes for that semester or eight-week term.

ADMISSION FOR NON-DEGREE SEEKING STUDENTS

In addition to the customary degree or certificate seeking routes, persons may take courses at Hinds Community College for personal enrichment, as students sponsored by employers or governmental groups, or for other such purposes. These students are declared as "non-degree seeking," are not subject to mandatory placement, are not required to show proof of immunization and are admitted under one of the following conditions:

1. Non-Credit Course Admission. Those seeking to enroll in non-credit courses only (CEA or AVE prefix) must file an application for admission so that a record can be established if such should be needed. No other admission requirements are necessary.

2. Special Non-Degree Seeking Admission. Special admission is available to students twenty-one (21) years of age or older who desire enrollment in credit courses. Such students must file an application for admission and must be eligible for readmission to their former college or university. Transcripts of high school and previous college work **are** required. No more than twelve (12) semester hours may be earned while under this admission basis, and transcripts will not be issued for such work until all regular admission requirements are met.

SENIOR CITIZEN ADMISSION

Hinds offers free tuition to students sixty-five years of age or older who wish to take classes. These students need only complete an application, pay the registration fee, and purchase a parking decal. Senior citizen students must clear admission requirements if classes are taken for credit. If classes are audited, senior citizen students are not required to meet admission requirements. (See "Auditing a Course" section of this catalog.)

ALL STUDENTS WHO REGISTER AT HINDS COMMUNITY COLLEGE MUST HAVE COURSE ADVISEMENT FROM A COUNSELOR/ADVISOR AND MUST PRESENT AN ADVISEMENT SHEET SIGNED BY THE COUNSELOR WHEN REGISTERING.

ADMISSION NOTE CONCERNING HOUSING

Before a student can be assigned a residence hall room, he/she must have met all admission requirements. See Housing for full requirements.

ADMISSION NOTE CONCERNING DEVELOPMENTAL COURSES

As any open door college, Hinds Community College admits some students who are not prepared for typical college work. Such students are required to complete the remedial/developmental courses to correct background deficiencies before advancing to college level work and will require additional time to complete an associate degree.

POLICY FOR IMMUNIZATION REQUIREMENT

Beginning with the fall term, 1990, all first-time, full-time students submitting regular applications for admission, including transfer students, must document proof of immunization for measles and rubella.

1. Proof of immunization may be documented in the following manner:
   a. Documentation (month and year) of immunization which was received after the first birthday;
   b. Positive measles and rubella serology titer with date; and
   c. Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
2. Temporary exceptions - one semester:
   a. Pregnant women;
   b. Women suspecting pregnancy; and
   c. Women anticipating pregnancy within three months.
   d. Persons allowed to register will not be allowed to register for another semester without proof of immunization.
3. Permanent exceptions:
   a. Medical disease which will cause a permanent contraindication to immunization; and
   b. All persons born prior to 1957.
4. Proof of immunization or acceptable exemption may be provided on standard forms approved by the State Department of Health or other institution's records.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. Applicant must submit an application to Nursing Allied/Health Center, 1750 Chadwick Drive, Jackson, Mississippi 39204, and the District Office of Admissions and Records, Raymond, Mississippi 39154. Applicants to the Medical Record Technology program should submit applications to the District Office of Admissions and Records and to the Department of Medical Record Technology, Hinds Community College, Box 10428, Raymond, MS 39254-9799.
2. Applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.
3. Applicant must have attained the age of eighteen (18) years upon completion of the program.
4. Applicant must have submitted and attained the following minimum test score(s):

   A. Technical Allied Health Programs -

   Minimum ACT composite score of 17 (14 if taken prior to October 1989)

   All intermediate or developmental courses required, as indicated by ACT scores or other test scores, must be successfully completed prior to entrance into technical programs. In the Respiratory Therapy program, an applicant must have achieved a math level of 3 or math ACT of 15 (16 on enhanced ACT). For additional information on mandatory placement, refer to the mandatory placement section of this catalog. Medical Record Technology requires a minimum ACT composite score of 18 (15 if taken prior to October 1989), 1 unit of high school biology, ½ unit of high school typewriting or 35 wpm typing speed, and a preadmission interview with the Department Chairperson.

   (Dental Assisting will accept a 17 Natural Science score in lieu of a 17 ACT composite.) (14 if taken prior to October 1989)

B. Vocational Allied Health Programs — TABE composite score of 10 and Math subscore of 10.

NOTES: 1) Some programs may require additional specialized testing.

2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Assistant Dean for Allied Health. If a waiver is desired, the applicant must submit the request in writing to the Department Chairperson.

5. Completed application and other general and special admission requirements and credentials should be met and on file as early as possible due to limited enrollment.

NOTES: 1) Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file at the Nursing/Allied Health Center. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.

2) Within four (4) weeks after enrollment in the program, the applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he/she is of good health and possesses the required physical abilities to function satisfactory within that particular educational program and occupation.

3) In order to progress in an Allied Health program, a grade of "C" or better is required in all Allied Health courses. Selected programs may require a "C" in all courses in the program plan of study.

ENTRANCE TESTS

NOTE: ALL TESTS REQUIRE A PHOTOGRAPH IDENTIFICATION

AMERICAN COLLEGE TEST (ACT)

The ACT is typically available to high school students during their junior and senior years. Adults who have not taken this test may contact the Counseling Office at any HCC location to secure an ACT registration packet. National ACT tests are given five times each year.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is administered by the college at most locations. Students should contact the location they plan to attend to find out their location's testing schedule. The cost is $5.00. A person may retake the TABE once in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or courses(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Proof of identification (driver's license, work I.D. card) must be furnished each time the test is taken.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Hinds Community College is authorized to give the General Education Development (GED) Test. An individual who has been a resident of Mississippi for 30 days or more, is at least 17 years old and has not been enrolled in a secondary school for at least six (6) months is eligible to take the GED Test. For further information contact the Hinds Community College Counseling Department on the Raymond Campus, or the Testing and Career Development Center on the Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

TEST FOR ABILITY-TO-BENEFIT

Prospective students who do not have a high school diploma or its equivalent, but do have the ability-to-benefit from a vocational program or training offered may be admitted to Hinds Community College. In order for such a student to be eligible for any grant, loan, or work assistance under Title IV of the Higher Education Act, as amended, the student, must pass the Test of Adult Basic Education (TABE), level "D", form 5 or 6, and must score 18% or 5.1 or higher to be admitted and to be enrolled.

A prospective student who does not have a high school diploma but who has successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree may be admitted on the basis that he or she has the recognized equivalent of a high school diploma. That student's academic transcript will be the recognized equivalent of a high school diploma for this purpose. Therefore, these types of students do not need to take an ability-to-benefit test.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory of all entering, degree-seeking students whose declared program of study is academic or technical and who have begun their college studies during or after Summer Session of 1990.

All such students are required to enroll initially in all prescribed developmental courses and must continue to enroll each semester in all consecutive prescribed developmental courses. A student's developmental mathematics prescription is fulfilled when he/she reaches the first math course required in his/her declared program of study. A student's developmental English prescription is fulfilled with the successful completion of ENG 1203, and a student's reading prescription is fulfilled with the successful completion of REA 1303.

All such students must satisfactorily complete the exit requirements of each prescribed course in a sequence of developmental courses prior to enrollment in the first college level course in that subject.

All prescribed developmental courses must be satisfactorily completed to receive an associate degree or to take the rising junior exam.

Upon his/her first registration at Hinds, an academic or technical degree-seeking student under the age of 21 must have complete ACT scores on file, or he/she must, at the time of registration, take placement tests appropriate to the courses for which the student enrolls that term. ACT scores or placement test results are used to determine if a student must enroll in courses in one or more developmental areas, and if so, at what point he/she must begin.

At the beginning of each term, challenge tests are available to students who are dissatisfied with their initial placement in English, mathematics, or reading.

With regard to initial placement by ACT, the following scores for both the old ACT and the enhanced ACT will be used:

ENGLISH

Level	Courses	Old ACT	New ACT
1	ENG 1103	1-6	1-11
2	ENG 1203	7-11	12-13
3	ENG 1113	12-35	14-36
4	ENG 1213	Placement by theme	

MATH

Level	Courses	Old ACT	New ACT
1	MAT 1103	1-8	1-13
2	MAT 1203, BOT 1313	9-14	14-15
3	MAT 1233, RST 1623	15-19	16-17
4	MAT 1313, 1323, RST 1633	20-36	18-36

READING

Level	Courses	Old ACT	New ACT
1	REA 1103	1-6	1-9
2	REA 1203	7-10	10-12
3	REA 1303	11-13	13-14
4	EDU 1413	14-18	15-36
5	REA 1233	19-35	15-36

With regard to advising and sceduling for students placed in developmental courses, an Advising Matrix will be used as a guide for selecting appropriate college-level courses, while avoiding those courses which would place the student at risk of failure based on his/her developmental prescription.

DRUG AND ALCOHOL ABUSE POLICY NURSING/ALLIED HEALTH PROGRAMS

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is our belief that a drug free environment is to the benefit of both students and employees of Hinds Community College as well as surrounding community.

Preadmission drug screening will be required as a part of the physical exam for all students admitted to Nursing/Allied Health Programs. A student needs to notify the Chairperson of the Department when using prescription drugs which affect behavior.

Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances will be required to have a drug and/or alcohol screening performed immediately. Lab results must be submitted to Hinds Community College, Nursing/Allied Health Center. If the test is positive, the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process.

Detailed instructions and forms for complying with this policy are distributed by Nursing/Allied Health Center as part of the admissions process.

CRITERIA FOR SELECTION TO THE ASSOCIATE DEGREE PROGRAM IN NURSING

Selection to the Division of Associate Degree Nursing is made three times a year: one class will begin in each of the months of August, January, and May. **Qualified applicants will be given priority for a given admission based on available space and on the earliest validated completed file according to required criteria as stated below.** Qualified applicants not selected, or selected and unable to attend, for a given admission will be given priority one time only for the next admission, provided a letter stating intent of the applicant to enter the nursing program is received by the Division of Associate Degree Nursing. This priority will not extend longer than the next admission period. The next priority for admission will be assigned based on the date of the letter of request.

REGULAR PROGRAM:

1. Submit general APPLICATION FOR ADMISSION and be accepted to Hinds Community College.
2. Submit APPLICATION FOR SELECTION TO ASSOCIATE DEGREE NURSING PROGRAM to Hinds Community College, Jackson Campus - Nursing/Allied Health Center.
3. Submit copy of all official high school and college transcripts to Hinds Community College, Jackson Campus - Nursing/Allied Health Center. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
4. Submit copy of official American College Test (ACT) and NLN Pre-Admission Exam (PAE) scores to Hinds Community College, Jackson Campus-Nursing/Allied Health Center.
5. Regular applicants are selected using the following admission criteria:
   A. High school graduate or General Education Development (GED) equivalency diploma. (For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation.)
   B. American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October 1989, a composite score of 15 or above is required.) In lieu of the required ACT score, completion of the 30 semester hours of general education support courses required in the AD Nursing program with an overall quality point average (QPA) of 2.5 or above. See Program of Study for courses required in Catalog. (Only grades from the first two attempts of required courses will be used in computing the QPA. Also, any grade recorded other than A/B/C/D/F will not be used in figuring the QPA.)
   C. NLN Pre-Admission Examination (PAE) percentile score of 30 or above.
   D. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test score of 90% or above. This test is given the second (2nd) Wednesday of each month at 3:00 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after 2 attempts, they must take CEA 0797NA, Mathematics for Nursing, at Jackson Campus-Nursing/Allied Health Center before retaking the test. A limit of only 2 retakes after completing CEA 0797NA is allowed.

6. PRE-REQUISITES TO THE FIRST CLINICAL COURSE:
   A. Must have completed Anatomy and Physiology I and II with a grade of C or above on each before entering nursing.
   B. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed with a grade of C or above within the last five (5) years.
   C. Physical examination (use required form from NAHC) within three months prior to clinical course with required immunizations current.

ADVANCED PLACEMENT:

OPTION I:

Applicants for Advanced Placement (LPN's or other students who have completed previous nursing work) will be selected for Nursing 1129 by meeting the following criteria:

A. Meet all of the requirements listed under Regular Program.
B. Score 78% or better on a challenge exam on Nursing 1118. (A fee of $10.00 will be charged for study guide). Only one (1) attempt to challenge is allowed.
C. Must have completed Nursing 1211, **Drug Calculations for Nurses**, or score 78% or better on a challenge exam on Nursing 1211 prior to entry into Nursing 1129.
D. Applicants for Advanced Placement must have successfully challenged Nursing 1118 before challenging or enrolling in Nursing 1211.
E. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I, plus three additional hours in non-nursing courses. (Recommend this to be English I).
F. Must satisfactorily demonstrate all skills tested in the Learning Lab in Nursing 1118, and pass the Nursing 1118 Math Skills Test.

OPTION II:

Selection to the Advanced Placement: Option II Class is made once a year, with the class to begin in May. **QUALIFIED APPLICANTS WILL BE GIVEN PRIORITY FOR A GIVEN ADMISSION BASED ON AVAILABLE SPACE AND ON THE EARLIEST VALIDATED COMPLETED FILE ACCORDING TO REQUIRED CRITERIA AS STATED BELOW.**

A. Submit general **APPLICATION FOR ADMISSION** and be accepted to Hinds Community College.
B. Submit **APPLICATION FOR SELECTION TO ASSOCIATE DEGREE NURSING PROGRAM** to Hinds Community College Jackson Campus - Nursing/Allied Health Center.

C. Submit copy of all official high school and college transcripts to Hinds Community College Jackson Campus - Nursing/Allied Health Center. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
D. Submit copy of official American College Test (ACT) and NLN Pre- Admission Exam (PAE) scores to Hinds Community College Jackson Campus - Nursing/Allied Health Center.
E. Applicants are selected using the following admission criteria:
   1. High school graduate or General Education Development (GED) equivalency diploma.
   2. American College Test (ACT) composite score of 18 or above. (For those taking the ACT prior to October of 1989, a composite score of 15 or above is required).
   3. NLN Pre-Admission Examination (PAE) percentile score of 30 or above.
   4. Locally developed Hinds Community College AD Nursing Pre-Admission Mathematics Test score of 90% or above. This test is given the second (2nd) Wednesday of each month at 3 p.m. at the Nursing/Allied Health Center. Applicants will be allowed two opportunities to pass the mathematics test. If applicant has not achieved 90% after 2 attempts, the applicant must take CEA 0797NA, Mathematics for Nursing, which is given at Jackson Campus-Nursing/Allied Health Center, before retaking the test. A limit of only 2 retakes after completing CEA 0797NA is allowed.
   5. Submit a copy of current LPN license.
   6. Submit proof of employment of at least one year of clinical experience in an adult care medical/surgical hospital setting as an LPN.
   7. Submit a written recommendation from immediate supervisor.
F. PRE-REQUISITES TO THE FIRST CLINICAL COURSE:
   1. Must have completed Anatomy and Physiology I and II with a grade of C or above. All required science courses must have been taken within the last 5 years.
   2. Must have completed Nursing 1211, Nursing Drugs and Calculations, with a grade of C or above, or score 78% or better on a Challenge Exam for Nursing 1211.
   3. Must have completed the following courses with at least a C average: English I & II (6 semester hours); Psychology I & II (6 semester hours); Speech (3 semester hours).
   4. Physical examination (use required form from NAHC) within three months prior to a clinical course with required immunizations current, including custody drug screen report.
   5. Current CPR certification.
   6. Liability insurance ($20.00 fee payable to Hinds Community College prior to the first day of class).

TRANSFER CREDIT:

A. Nursing Courses - A maximum of 9 semester hours of transfer credit in nursing courses is allowed.
   Nursing 1118 - 8 hours credit
   Nursing 1211 - 1 hour credit (refer to C. Advanced Placement)
   1. A minimum grade of C is required for a nursing course to be transferable.
   2. Nursing course work presented for transfer must have been completed within the last 2 years. Nursing course work completed between 2 and 5 years must be validated through challenge procedures.
   3. Must give written permission to allow the release of information from all schools previously attended.
   4. Must participate in scheduled orientation and skills assessment sessions.

B. Non-nursing courses - transfer credit will be accepted for all non-nursing courses as follows:
   1. A minimum grade of C in biological sciences, each must have been completed within the last five (5) years.
   2. Overall quality point average of at least 2.0 for graduation.

READMISSION:

Applicants will be considered for readmission based on compliance with the following criteria:

1. Request in writing for readmission.
2. Meet all of the requirements listed under Regular Program.
3. Meet all of the requirements listed under Policy for Readmission of Students.
4. Be interviewed by the Readmission Committee when requested.
5. Readmission may be denied, based on objective data in student's file regarding the individual applicant.

POLICY CHANGE

College reserves the right to change policies as necessary and written notification to the students and applicants approved for admission is sufficient to effect policy change.

ADMISSION OF RETURNING, TRANSFER AND TRANSIENT STUDENTS

RETURNING STUDENTS

Former Hinds Community College students not in attendance during the semester **(not including summer term)** prior to the one to which they seek admission or those who withdrew during the preceding semester must file an application for admission in the District Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Community College, a transfer student must fulfill the following:

1. File an application for admission in the District Office of Admissions and Records.
2. File an official transcript from the previous accredited high school AND college or an official college transcript from an accredited college which includes the name of the high school attended and the date of graduation. An official transcript is one mailed directly to the Office of Admissions from the former high school or college bearing the school seal and MUST NOT BE STAMPED "ISSUED TO STUDENT."
3. Be eligible for immediate readmission to the college last attended.
4. Submit copy of ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds Community College.
5. Provide proof of immunization for measles and rubella if born on or after January 1, 1957.

When high school and/or college records NO LONGER EXIST on a student, he/she may bring the ORIGINAL high school or college diploma to the District Registrar at the District Admissions Office on the Raymond Campus to determine if such can be accepted in lieu of a transcript.

Transfer students will enter Hinds Community College under the same admissions basis as the college last attended. Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of Hinds Community College, provided they are earned at a state and/or regionally accredited institution.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript in the District Office of Admissions and Records.
3. Submit ACT scores if under 21 years of age. Residual ACT test scores taken at another institution will not be accepted at Hinds.
4. Provide proof of immunization for measles and rubella if born on or after January 1, 1957, and enrolled at Hinds on a full-time basis.

Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Community College placement tests or ACT, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL scores must be no more than two (2) years old and must be verified. Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540. A personal interview with the Foreign Student Advisor and satisfactory scores on HCC placement tests may be substituted for TOEFL scores.

The following materials must be in the District Office of Admissions and Records AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. An application form.
2. Certified, translated copies of all high school and/or college transcripts, mark sheets, and diplomas.

The following materials must be in the District Office of Counselor for Foreign Students AT LEAST 60 DAYS before the beginning of the semester in which admission is desired.

1. ACT, SAT, or scores on college placement tests
2. Affidavit of support
3. TOEFL scores or personal interview.

ADVANCE REGISTRATION

Advance registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first serve basis. Before being allowed to register during advance registration, students must have an application on file in the District Office of Admissions and Records and must clear all admission requirements. Transfer students must have an official transcript from their former college on file in the District Office of Admissions and Records before they can register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay fees at advance registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Schedule of Classes.**

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the **Schedule of Classes** to receive a refund.

Students who have advance registered, have **NOT** paid tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that they will not be attending classes. This must be done immediately upon receiving the billing so that they can be removed from classes.

REGISTRATION NOTICE

1. Any class or section listed in **Schedule of Classes** for which fewer than 10 students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room changes may be made without advance notice.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws enacted by the Mississippi Legislature. The College's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

RESIDENCE OF A MINOR

The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duly appointed by a proper court of Mississippi, in which case the residence becomes that of the guardian.

RESIDENCE OF AN ADULT

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

MOVING OF PARENTS FROM DISTRICT OR STATE

If the parent of a minor who is enrolled as a student at a community/junior college moves their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

RESIDENCE REQUIRED

No student maybe admitted to any community/junior college as a district student or resident of Mississippi unless his residence, as defined herein above, has been in the district or State of Mississippi preceding his admission.

RESIDENT STATUS OF A MARRIED STUDENT

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE COLLEGE

Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

MILITARY PERSONNEL ASSIGNED AS ACTIVE DUTY STATIONED IN DISTRICT OR STATE

Members of armed forces on extended active duty stationed within the district or State of Mississippi may be classified as residents for the purpose of attendance of state supported institutions of higher learning and community/junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "Legal residence of an adult," shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

CHILDREN OF MILITARY PERSONNEL

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state supported community/junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that

military parents are stationed in an overseas area with last duty assignments within the district or State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the district or State of Mississippi, excepting temporary training assignments en route from Mississippi.

CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail himself or his dependents of these provisions must submit a certificate from his military organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state supported community/junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported community/junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

REGISTER UNDER PROPER RESIDENCE STATUS

The responsibility for registering under proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or community/junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars ($100.00).

ADVISEMENT FOR COURSE SELECTION

Academic counselors and vocational-technical counselors assist students in course selection and educational planning. Students choosing academic majors should seek course advisement through Academic Counseling while vocational and technical majors should be advised through the Vocational-Technical Counseling. If a student wishes, he or she may choose to be advised by a faculty member. However, all students **MUST** complete an advisement ticket with either a counselor or a faculty advisor prior to each registration period. Students who take advantage of Advance Registration will have the best selection of course times. Advance Registration and advisement occur in April, May, July, August, November and December. Open and late registration takes place the few days prior to classes beginning each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the advising process.

CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to one of the college counseling offices for an evaluation of previous completed course work and for course advising for the new major. Students should recognize that changing majors could result in having completed courses that will not apply to their new major. Even though students may change their major any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their major because they are subject to counseling at the Veterans Administration Regional Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 HINDS COMMUNITY COLLEGE

Hinds Community College declares all their students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

The purpose of this notification is to inform eligible students of Hinds Community College about the College's policy concerning the privacy rights of students under the stated Act. Specifically the notification (1) informs students of their rights under the Act, (2) defines Directory Information and the conditions for its release.

I. Subject to limitations specified in the Act, eligible students are assured the following rights pertaining to their educational records:
   A. The right to inspect and review the records, to request reasonable explanations and interpretations of them, and to obtain copies of them at their own expense, the actual charges not to exceed the cost to the College for reproducing them.
   B. The right to seek correction of the records through a request to amend them or through a formal hearing.
   C. The right to control the disclosure of personally identifiable information from the records.

II. The following information about eligible students will be treated as Directory Information:

A. Name, identification number, home and local address, phone number, date and place of birth, and the name and address of parents.

B. Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, rank in class, current class schedule, and previous schools attended.

C. Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Admissions and Records Office, Raymond, MS 39154, within thirty (30) days from the beginning of any period of registration.

FINANCIAL INFORMATION

On the day of open registration, all fees are to be paid in full. Any student who registers for 12 semester hours or more and later drops below 12 semester hours, will have his/her fees recalculated on a part-time basis. The part-time cost, in most cases, will be higher than the full-time cost.

A $30.00 returned check fee will be charged to any student who writes a check that is non-negotiable.

Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount.

FALL AND SPRING EXPENSES
(ALL COSTS SUBJECT TO CHANGE)

Tuition and Fees:	$ 25	Registration fee payable at time of registration (non-refundable).
	510	Per semester for full-time enrollment (12- 19 hours. All hours over 19 will be assessed separately.)
	55	Per semester hour for part-time students.
	25	Lab fee - total charge for any number of science labs within a semester
	2	Transcript fee (each)
	1,103	Per semester additional tuition fees for full-time out-of-state students plus $510 regular tuition fees.
	2,456	Per semester additional fees for full-time out-of-country students, plus $510 regular tuition fees.
	135	Per semester hour for out-of-state students.
	250	Per semester hour for out-of-country students.
	30	Returned check fee
	30	Late Registration fee. Also, students who pre-register, and do not pay their fees by the due date, will be charged a $30 late payment fee.
	15	Deferred payment fee
	11	Fall parking decal.
	10	Spring parking decal.
	9	Summer parking decal.
	30	Yearbook, student (optional).
	30	Yearbook, faculty/staff
	5	Per course transaction, drop and/or add (No fee charged for schedule changes before the semester begins)
	40	Graduation fee (Paid by each student who qualifies for and is awarded a diploma or certificate. Each additional certificate will be an additional $15.00 charge.)
Housing		RAYMOND CAMPUS AND UTICA CAMPUS
	$350-$462	Per semester for an air-conditioned residence hall.
	50	A one-time reservation security deposit must accompany application for campus housing.
	90	Student residence hall (Summer)
Meals		RAYMOND CAMPUS AND UTICA CAMPUS
	$ 474	21 meals per week
	403	14 meals per week

	90	Commuter meal ticket 5-day, 1-meal-a-day (30 meals - These meal tickets are not refundable or replaceable.)
Transportation	$ 100	Per semester for bus transportation, payable with other fees.

Bus Transportation: Bus transportation is available to students who are enrolled in a program of study at the Utica Campus only.

SUMMER TERM FEES

(Effective Summer Term 1993)

$ 55	Academic & Technical course cost (per semester hour)
255	Vocational fees (for 8 weeks)
$146	5 day - 3 meals — 1st 4 weeks
90	Room Cost — 1st 4 weeks
146	5 day - 3 meals — 2nd 4 weeks
90	Room Cost — 2nd 4 weeks
472	TOTAL MEALS & ROOM COST — 8 week period
	OR
236	Each 4 week term
9	Auto decals for Summer
135	Out-of-State tuition per semester hour for less than 12 hours
250	Out-of-Country tuition per semester hour for less than 12 hours
25	Lab fee — Total charge for any number of science labs within a semester.

LATE REGISTRATION FEE

The following late fee payment schedule has been adopted:

A. No late registration fee will be charged for students registering and/or paying fees before classes begin.

B. A $30 late fee will be assessed for students registering and/or paying fees on the first day of class and each day thereafter until registration closes.

C. Students who preregister and do not pay their fees by the due date will be charged a late registration fee.

D. A returned check is considered a non-payment and is subject to late fee assessment.

ADD/DROP FEES

$5.00 add/drop fee will be assessed for each transaction that is made. Any student presenting evidence that improper advisement was the reason for the add/drop will not be assessed a fee. Add/drop fees will be assessed on the first day of class. All fees for changes must be paid at the time of the add/drop transaction.

PAYMENT BY MASTERCARD AND VISA

Hinds Community College will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers check, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, or room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Community College in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a fee of $30 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus the $30 fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the $30 fee when notified by the Business Office of Hinds Community College may be removed from all classes and housing.

STUDENT PAYMENT PLAN

DEFERRED PAYMENT OF FEES

Under the deferred payment plan, full-time students (no part-time) may pay one-half of the amount assessed for registration fees, room rent, and the meal plan, with the balance being paid in two equal installments. Students with college grants or scholarships may defer only one-half of the amount not covered by their grants or scholarships. One-half of the amount deferred must be paid by September 30 and the balance by October 31 for the first semester and by February 28 and

March 31 for the second semester. Failure to pay the amount deferred by the dates stipulated may result in college initiated withdrawal of the student and/or loss of the fee deferral privilege for future registration periods. Students participating in the deferred payment plan must go to the Business Office and sign the necessary papers and pay the first half of all fees due. A deferred payment charged of $15.00 will be added to each student's account that has fees deferred. If the student does not meet the fee payments as specified in the Deferred Payment Agreement that he/she signed, an additional $15.00 late fee will be added. Deferred payment of fees is **NOT** available during a summer term.

DELINQUENT ACCOUNTS

The college reserves the right to withhold readmission of a student until all delinquent accounts owed to the college have been paid. Transcripts of credits are not issued for students whose accounts are delinquent. Regular student account balances are collected by the Business Office, and, if not paid when due, shall constitute a delinquent account.

REFUND POLICY

TUITION, FEES AND REFUND POLICY: In order to be eligible for a refund, students must complete an official withdrawal form in the appropriate counseling office.

The registration fee will not be refunded unless all of the student's classes are cancelled.

Late registration fees, when assessed, will not be refunded.

Course fees paid for a class which is cancelled by administrative action may be transferred for another class or refunded 100%.

DAY AND EVENING CLASSES: See current Schedule of Day and Evening Classes for specific dates and refund percentages.

Veterans:	The College will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a Veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.
Vocational Students:	Students who register for two or more sequential courses within the same semester and withdraw from school during the semester will receive a full refund for the courses not yet begun. If the student starts class, then withdraws, the regular policy will apply.
Other Fees:	Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, lab fee, etc., are not refundable.
Rooms:	75% before sixth day 50% before eleventh day 0 after eleventh day
Meals:	A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office. Commuter meal tickets are not refundable or replaceable.

COLLEGE REGULATIONS

ATTENDANCE-WITHDRAWAL POLICY

ATTENDANCE

Attendance in class is a key factor of success in college. The following procedure applies to regular academic, technical and vocational credit programs. It does not apply to non-credit or continuing education activities. Some programs in allied health, vocational fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Attendance will be recorded beginning the first day of the course or the first day the student registers for the course. The student is responsible for all work in the course. Students must attend 80% of the meetings for each course in order to receive credit for a course. (See Notice of Absence Procedure below)

TARDIES

Failure to report to class **at the beginning of the class period** equals a tardy. Three tardies equal one absence. Students who miss more than fifteen (15) minutes of a class will be marked absent.

EXCUSED ABSENCES

HCC recognizes two types of excused absences: those for personal emergencies, and those for official school activities. The student is allowed to make up the work for excused absences.

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

EXCESSIVE UNEXCUSED ABSENCES

NOTICE OF ABSENCES must be sent when the student has become excessively absent if the student has not provided official absences or notice of personal emergency to the instructor. Excessive unexcused absences are defined as follows:

1. Fall and spring semesters - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length course.
2. Four (4) week term - after two (2) days.
   Eight (8) week term - after four (4) days.
3. Summer session - evening class, after the number of times that class meets in one week.
4. Vocational Block - three (3) days of absences.

NOTICE OF ABSENCE PROCEDURE

All instructors will take roll at each class meeting and will maintain a daily attendance record on each student. Unexcused absences will be recorded with an "a". Excused absences will be recorded by circling the "a". Tardies will be recorded by drawing a line through the "a". An official absence will be indicated by drawing an "x" through the "a" and will not be reported as an absence on a student's record or grade report. All instructors will make certain that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the **College Catalog** and **Student Handbook.**

An early NOTICE OF ABSENCES concerning a student's absences may be sent to the student by the instructor when the student has missed class the following number of times:

1. Fall/Spring semesters - the number of times the class meets in one week.
2. Four (4) week term - one (1) class.
   Eight (8) week term - three (3) classes.
3. Summer session evening - one (1) class.
4. Vocational Block - two (2) days absence.

The instructor sends two copies of the NOTICES OF ABSENCES to the Dean of Students/Location Dean, and this office will mail a copy of the NOTICE which informs the student to contact the instructor immediately to discuss the following alternatives:

1. Return or Withdrawal* from class with a "W" should written documentation of a personal emergency be provided.
2. Withdrawal* from class with a grade of "F".
3. Withdrawal* from all classes on any date if all fees are paid. (See Counseling Office)

* *(Withdrawal from a class may only be done during the allowed period of time as defined in the College Calendar.)*

Failure to contact the instructor within 7 working days will result in being dropped from the class with a grade of "F".

NOTICE OF ABSENCES may be mailed at any time during a term until ten (10) working days before the last day to withdraw (7 during the summer terms). The Admissions Office will advise the Office of Financial Aid or Veterans Affairs of the assigned "F" and the last date of attendance on any student receiving Financial Aid or Veterans Benefits who has earned an "F" for excessive absences.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson and Academic or Vocational Dean. The instructor, chairperson and dean will review the appeal and respond to the student. The final level of appeal may be made in writing through the Dean of Students/Location Dean for review by the Local Student Affairs Committee.

WITHDRAWING FROM A COURSE

Before considering withdrawing from a course, a student should be aware of the following information if it pertains to him/her:

1. Students on Financial Aid, Veterans Benefits, Scholarship, or GSL Loan should note that dropping a course(s) may lower benefits, stop benefits, or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 hours or more during fall and spring) to live in a residence hall.
3. No student will be permitted to withdraw from a class until all financial obligations have been cleared with the Business Office.

When a student replaces one course with another course, the original course will be purged from his/her record. When the College officials cancel a course, the course shall be purged from his/her record.

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or a Counseling Office.

1. **Fall and spring day and evening classes**

   A student's record of performance begins with the second week of classes. The second week through mid-term week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the ninth week and up to five working days before the first day of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise the grade will be "F".

2. **Summer session four week and eight week day classes**

   A student's record of performance begins with the third scheduled class. The third class through the eleventh class, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the eleventh day and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise the grade will be "F".

3. **Summer session evening classes**

   A student's record of performance begins with the second scheduled class. The second class through the fourth week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the fifth week and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of unexcused absences has not been exceeded; otherwise the grade will be "F".

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three (3) days during the summer), a student must contact a counselor who will initiate the withdrawal. The grade at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form and his/her ID to the Counseling Office within three (3) working days.

Students who have advance registered, did NOT pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon the billing so that he/she can be removed from classes.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. **Students must withdraw before the first day of classes to receive a 100%** refund. No student will be permitted to withdraw from college until all financial obligations have been cleared with the Business Office.

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP SUBJECT tests, students may receive credit for college-level knowledge which they already possess.

Hinds Community College tests monthly except for August and December. Contact Raymond Campus Academic Counseling Office for more information.

Students who have earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

(1) A maximum of 6 hours may be earned from each group listed below:

Group –1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223
Group –2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group –3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Principles of Economics I	ECO	2113
	Sociology, Introduction	SOC	2113
	Psychology, General	PSY	1513

(2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Community College. Credit will not be given for the general examination.

(3) The subject examination scores must be at or above a total score of 50.

(4) A student must earn 12 hours at Hinds Community College before CLEP credit may be recorded on the student's transcript.

(5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

CHALLENGE EXAMINATION FOR ACADEMIC, TECHNICAL AND VOCATIONAL COURSES

(Challenge Exam Administered by HCC)

1. Cost - Regular tuition.
2. Student registers for course and pays per credit hour rate. No overload charge will be made for challenge exams that exceed the 19 semester hour limit.
3. Pass or fail grade (A B C D F) and quality points will be posted.
4. Total HCC credit hour limit of 30 semester hours.
5. Transcripting posting - upon issuance of letter from the instructor who administers the test to the Director or Admissions and Records.

CERTIFIED PROFESSIONAL SECRETARY

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC	1213	Principles Of Accounting I	3 hours
ACC	1223	Principles of Accounting II	3 hours
BAD	2413	Business Law	3 hours
ECO	2113	Principles of Economics	3 hours
BOT	1013	Keyboarding I	3 hours
BOT	1113	Document Fomatting and Production	3 hours
BOT	2723	Administrative Office Procedures	3 hours
BOT	2733	Administrative Office Management	3 hours
PSY	1513	General Psychology I	3 hours
			27 hours

PROFESSIONAL LEGAL SECRETARY CERTIFICATION

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through Hinds Community College, credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

BOT	1013	Keyboarding I	3 hours
BOT	1113	Document Formatting and Production	3 hours
BOT	1613	Shorthand I	3 hours
BOT	2623	Shorthand II	3 hours
BOT	1413	Records Management	3 hours
BOT	1433	Business Accounting	3 hours
LET	1113	Legal Systems and Terminology	3 hours
BOT	2733	Administrative Office Management	3 hours
PSY	1513	General Psychology I	3 hours
			27 hours

ADVANCE PLACEMENT

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average. AP credit will be counted only in hours earned.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.

AP EXAMINATION	SCORE	HOURS CREDIT	RELATED COURSE
1. Biology	4	3	BIO 2414 or BIO 1133
	5	6	BIO 2414 and BIO 1133
2. Chemistry	3	3	CHE 1213 or CHE 1313
	4 or 5	6	CHE 1213 and CHE 1223
3. Computer Science	3	3	CSC 1113
	4 or 5	6	CSC 1113 and first 3 hours of a programming language that student obtained proficiency.
4. English	3	3	ENG 1113
	4 or 5	6	ENG 1113 and 1123
5. History	3	3	HIS 2213
American	4 or 5	6	HIS 2213 and HIS 2223
European	3	3	HIS 1113
	4 or 5	6	HIS 1113 and HIS 1123
6. Mathematics			
AB Exam	3, 4 or 5	3	MAT 1613
BC Exam	3	3	MAT 1613
	4 or 5	6	MAT 1613 and MAT 1623
7. Music	4	4	MUS 1214
	5	8	MUS 1214 and MUS 1224
8. Physics	3	4	PHY 2414
	4	3	PHY 2313
		or 8	PHY 2414 and PHY 2424
	5	6	PHY 2313 and PHY 2323

DEGREES OFFERED

ASSOCIATE IN ARTS DEGREE

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College.

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL EDUCATION DEGREE

Conferred on vocational students who: (a) complete the vocational certificate in their particular specialty; (b) are admitted as a degree seeking student; and (c) complete the general and related studies program outlined as follows:

GENERAL & RELATED STUDIES	SH
English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives	9
Academic, Technical and/or Vocational Electives (approved)	8
	32

VOCATIONAL SPECIALTY	
Vocational Specialty	32

NOTE: In order to receive the associate degree, vocational majors must have also completed the requirements for the vocational certificates in their particular specialty.

CERTIFICATION OF COMPLETION

Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

A student may meet the requirements for graduation by complying with any of the following. Graduation exercises will be held in the fall and spring semesters.

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Academic Programs of Study" section of this catalog.
3. Follow the general requirements for the Associate in Applied Science Degree, which are given in the "Technical Programs of Study" section of this catalog.
4. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester proceeding graduation) to which the student will transfer.

Submit all college transfer credits, military credits, etc., to be considered towards a degree. (Last twelve hours must be earned at Hinds).

Application for graduation may be completed in the administrative office of any location or the Office of Admissions and Records on the Raymond Campus no later than the fourth week of a semester.

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Community College.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regulations for point average.)

PHYSICAL EDUCATION REQUIREMENTS — JACKSON CAMPUS AND BRANCH OPERATIONS

Until such time as the Jackson Campus and Branch Operations offers physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Community College must make formal application for a specific degree within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the District Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

The graduation fee covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the scholastic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before mid-semester of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F".

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

GRADING SYSTEM

Courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course
NC	No credit (when lab grades are included with lecture)

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from course	
F	Failure	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Units credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange a method of completing course requirements by mid-term of the semester immediately following the semester in which the incomplete grade (I) was received, excluding summer sessions. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and a (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than mid-semester of the succeeding fall or spring semester after the grade was earned.

"IP" IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete course work during the following semester (excluding summer school).

AUDITING A COURSE

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

Auditing a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Community College is as follows:

Freshman - a student who has earned fewer than 27 semester hours of college credit

Sophomore - a student who has earned 27 or more semester hours of college credit

Full-time student - a student who is enrolled in 12 or more semester hours in a given semester or a pro rata share thereof for less than semester length courses

Part-time student - a student who is enrolled in less than 12 semester hours in a given semester or a pro rata share thereof for less than semester length courses.

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

ENG 1113	3 Sem. Hr. Credit Grade A (4 points) =	12
MAT 1313	3 Sem. Hr. Credit Grade B (3 points) =	9
HIS 1113	3 Sem. Hr. Credit Grade C (2 points) =	6
BIO 2513	3 Sem. Hr. Credit Grade B (3 points) =	9
BIO 2511	1 Sem. Hr. Credit Grade B (3 points) =	3
HPR 1111	1 Sem. Hr. Credit Grade B (3 points) =	3

Semester Hours Attempted = 14 Total Quality Points = 42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.60 - 3.99 are graduated with "Special Honors". Students graduating with a quality point average of 3.20 - 3.59 are graduated with "Honors". The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Community College.)

HONOR ROLL, HONORS, DISTINCTIONS AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours; or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

Hinds Community College operates day classes in two 4-week sessions and evening classes in one eight week summer session. An academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

SCHOLASTIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Affairs Committee. The forms are available at the Dean of Students Office/Operating Dean's office. Each appeal will be considered on its merits.

REPEATING A COURSE

A student may repeat course already completed and in which credit has been earned in order to better his or her grade point average. A grade point average is determined by dividing the total number of quality points earned by the total semester hours attempted. In computing scholastic averages in these cases, all semester hour attempts will be included and shown on the transcript.

To raise a grade point average at Hinds Community College, the course must be repeated at Hinds. When a student transfers to another institution, the policy of the receiving institution will determine the student's grade point average.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The maximum number of semester hours a student on scholastic probation can take is 13. A student enrolled in less than 12 semester hours in a fall or spring semester is classified as a part-time student.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing. A fee of $2.00 is charged for each transcript. A twenty-four hour processing period is necessary after the Records Office has received the transcript request.

SCHOLASTIC PROBATION AND SUSPENSION

Each semester students will be placed on scholastic probation if a 1.75 grade point average or better is not maintained. After two consecutive semesters, excluding summer, below 1.75 grade point average, a student will be placed on scholastic suspension for one semester. Each eight week vocational block will be treated as a semester for the purpose of determining scholastic probation and suspension for vocational students. Students readmitted after suspension will be placed on probation and restricted to no more than 13 semester hours and must make a 2.0 grade point average or better. Students returning after suspension who fail to achieve a 2.0 grade point average or better will be placed on scholastic suspension for one semester and vocational students participating in eight week block programs who fail to achieve 2.0 grade point average or better will be placed on suspension for two consecutive vocational blocks.

Full-time students who have been placed on scholastic suspension at the end of the spring semester may gain readmission for the upcoming fall semester by earning 6 semester hours or more and a 2.0 grade point average or better during the summer session. These hours must be earned at Hinds Community College. Those students who do not earn 6 semester hours or more during the summer session and do not earn a 2.0 grade point average or better must wait a full semester to be eligible for readmission and these students will be readmitted on scholastic probation.

Full-time students who have been placed on scholastic suspension at the end of the fall semester are eligible for readmission only after remaining out of the College for a full semester. These students will reenter school on scholastic probation.

Part-time students who have been suspended for scholastic reasons must enroll in at least the same number of hours as they were enrolled in during the semester the suspension occurred and must earn a 2.0 grade point average or better at Hinds Community College.

Students who were placed on scholastic probation or suspension at the end of their last semester of enrollment and who have not enrolled in the College for one or more semesters will be readmitted to the College on scholastic probation. Those student who are readmitted on scholastic probation must earn a minimum quality point average of 2.0 on no more than 13 semester hours at the end of the initial returning semester. Failure to do so will result in scholastic suspension.

After his/her second scholastic suspension, a student may appeal his/her case for readmittance for one final time, provided there has been a lapse of at least one semester since the second suspension. A student on suspension for scholastic reasons may not earn credit at another institution during the period of ineligibility from Hinds Community College that would satisfy requirements for a degree from Hinds Community College.

DISCIPLINARY PROCEDURES

I. PURPOSE OF REGULATIONS

The underlying principles of college regulations enable the college to operate as a public institution of higher education in a manner consistent with ideals of taxpayers of the five supporting counties and State of Mississippi and for the purpose of freedom from interference with the educational process.

In order to insure appropriate standards of conduct are maintained by students, the college administration and faculty are encouraged to take individual initiative with students which will reduce the likelihood of more serious problems. The small routine instances of misconduct which occasionally occur in the class or other group activity are the responsibility of the instructor or person in charge. Appropriate remedies generally include: stating clearly the accepted conditions of conduct, setting a proper example, appropriate verbal and/or written reprimands, and referring the student to the counselor, dean or director for counseling and discussion of this matter.

II. STUDENT OBLIGATION

Hinds Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives and activities. It is important that each student become aware of and abide by the regulations published in the **Student Handbook.** It is also important that members of the college community be willing to confront violations and the infringement of another's rights by filing complaints with Campus Security, the Housing Office, or the Dean of Students/Operating Dean.

Since the entrance of the first freshman class in 1922, students of Hinds Community College have observed rules of student conduct. All students enrolling at a campus, branch, or center of Hinds Community College are expected to become familiar with the policies of the College and conform to the standard of conduct contained in this document. Students who fail to observe these standards of conduct will be referred to a Disciplinary Committee or an Administrative hearing for appropriate action.

III. AUTHORITY FOR ENFORCEMENT

The Dean of Students/Operating Dean is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Students/Operating Dean by the appropriate Vice President via the President, who has the ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Students/Operating Dean either refers all student discipline to a local Disciplinary Committee for its decision and disciplinary action or handles the disciplinary problem through an administrative hearing.

Prosecution in civil court for a violation of law does not necessarily preclude college disciplinary action. Whether or not it is deemed appropriate and necessary for the college to take disciplinary action will be determined by the Dean of Students/Operating Dean.

Prompt and decisive action may be taken by the Dean of Students/Operating Dean with the approval of the appropriate Vice President in extreme cases before there is an opportunity to conduct a hearing, as in cases which a student's continued presence on either a campus or on a branch campus or a center constitutes an immediate threat or injury to the well-being of property or members of the college community, or to the proper and orderly functioning of the college. Students suspended under such conditions will receive a prompt hearing on the charges against him/her.

All rules and regulations set forth in college publications are applicable only to full-time and part-time postsecondary students enrolled at a campus, branch or center operated by Hinds Community College.

Students and others are informed of the current college regulations for governance of students through publications in the college **Catalog** and the **Student Handbook.** Changes in regulations which do not coincide with the printing of the **Catalog or Student Handbook** will be published in the student newspaper, the **Hindsonian** and **The Maroon and Gold Flash,** prior to enforcement of the new regulations.

IV. DISCIPLINARY AND APPEAL COMMITTEES

A. Local Disciplinary Committees function to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct. Local Disciplinary Committees are appointed by the appropriate Vice Presidents of the campuses and branches. One shall be appointed for each of the following: Raymond, Jackson (ATC and UVC jointly), Utica, Jackson (NAHC), Rankin, Vicksburg-Warren County. Each committee shall consist of the following membership: six (6) students and eight (8) employees. A total of five must be present to conduct a hearing, two of whom should be students.

B. Residence Hall Disciplinary Committee may be used with the written permission of the President to handle violations by resident students which occur in the residence halls and surrounding grounds area. The ASG President, the Dean of Students, and the Director of Residence Life shall recommend six (6) male and six (6) female residence students to serve on the Residence Hall Disciplinary Committee. A minimum of five (5) and a maximum of seven (7) students shall hear each case.The housing judicial affairs officer will be a non-voting advisor to the committee. The Dean's Office will assign cases to the committee or the housing judicial affairs officer. This decision is based on type of infraction, location of infraction, professional assessment of behavior, current disciplinary status, and case load of councils.

C. Traffic Appeals Committee(s) (Students) A Traffic Appeals Committee may be appointed at each campus, branch, or center, by the Student Government President as defined in the local constitution. Appointments shall be approved by the appropriate student Senate and Dean of Students. This committee works jointly with Campus Police. A campus policeman or the Director of Student Activities shall be present at each hearing to serve as non-voting advisor. Minutes of each meeting shall be filed with the Campus Police Chief and the Dean of Students/Operating Dean. (Use form entitled "Request to Appear before Local Student Affairs Committee".)

D. Local Appeals Committee(s) shall be appointed jointly with the appropriate campus Vice President and the Vice President of Student Administrative Services. This committee shall rule on scholastic/instructional and financial aid matters as defined by policy. (Use form entitled "Request to Appear Before Local Student Affairs Committee".)

E. District Appeals Committee shall be appointed by the Vice President for Student Administrative Services. It shall be the appellate body for Administrative Hearings, Local Discipline Committees, Residence Hall Discipline Committee, Traffic Appeal Boards. The Committee shall be chaired by the District Dean of Students and shall be composed of two district employees and one person from each location (7 persons). Three persons may serve on an appeal case. The appeal results shall be communicated to the appropriate Vice President. (Use form entitled "Disciplinary Appeal").

V. VIOLATIONS AND DEMERIT SYSTEM

Following each violation are the demerits or range of demerits which will be used by each campus and branch. The accumulation of fifteen (15) demerits for one offense or several offenses at one time or over a period of time means suspension from school and/or the residence hall for one semester or more as decided at the hearing.

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the college. (See instructional section of **Student Handbook** for full statement) (Demerits: 5 minimum - 15 maximum)

B. Writing bad checks, alteration or misuse of college documents, records, or identification. (Demerits: 5 minimum - 15 maximum)

C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other college activities including public functions, or other authorized activities. (Demerits: 5 minimum - 15 maximum)

D. Physical abuse or flagrant disrespect of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person. (Demerits: 5 minimum - 15 maximum)

E. Theft or possession of stolen property or damage to property belonging to the College, a member of the college community or a campus visitor. This also applies to property of recognized student organizations, as well as, visitors and companies doing business on any campus or branch. (Demerits: 5 minimum - 15 maximum)

F. Unauthorized entry to or use of college facilities. (Demerits: 5 minimum -.15 maximum)

G. Violation of college policies or of campus regulations, including the registration of student organizations. (Demerits: 5 minimum - 15 maximum)

H. Use, possession, under the influence of, or distribution of alcoholic beverage, barbiturates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethylamide (LSD). (Demerits: 8 minimum - 15 maximum)

I. Violation of rules governing the residence in college owned or controlled property will result in the assessment of the following range of demerits. Accumulation of 13 demerits for one or several violations will result in removal from campus housing.

1. Violation of quiet hour policies adopted by each building. Unusually loud noise is prohibited at all times. (4 minimum - 10 maximum demerits)
2. The throwing of any bottle, cans, toilet tissue, water, etc., from within or about the residence halls. (4 minimum - 10 maximum demerits)
3. Burning of any type of material within the residence hall, this would include incense and candles. Smoking in nonsmoking areas. (5 minimum - 15 maximum demerits)
4. Collection or display of wine, whiskey, beer containers, or drug paraphernalia. (4 minimum - 10 maximum demerits)
5. Unauthorized guest of the opposite sex (13-15) or same sex (5-10) within the residence halls. This area would include all walkways, stairways and rooms.
6. Violation of campus curfew. (4 minimum - 10 maximum demerits)
7. Storage of bikes or motor vehicles of any kind. (4 minimum - 10 maximum demerits
8. Possession of pets of any kind. (4 minimum - 10 maximum)
9. Unclean or unsanitary conditions within one's room. (4 minimum - 10 maximum demerits)
10. Attachment of outside aerials or unauthorized attachment to TV cable. (4 minimum - 10 maximum demerits)
11. Damage to any furnishing or to any part of a residence hall room. (Pay and/or 4 minimum - 13 maximum demerits)
12. Possession of an unauthorized electrical appliance. (4 minimum - 10 maximum demerits)
13. Unauthorized use of exit doors. (4 minimum - 10 maximum demerits)

J. Disorderly conduct, including drunkenness, or lewd (vulgar), indecent (offensive manner/morals), licentious (lacking moral or sexual restraint), or obscene conduct or expression on college owned or controlled property or at college sponsored or supervised functions. (Demerits: 5 minimum - 15 maximum)

K. Failure to comply with directions of college officials acting in the performance of their duties. (Demerits: 5 minimum - 10 maximum)

L. Unauthorized use or possession of firearms, guns, and other deadly weapons. (Demerits: 15 minimum - maximum)

M. Gambling in any form. (Demerits: 5 minimum - 15 maximum)

N. Failure to pay indebtedness to the college. (Demerits: Pay and/or 0 minimum - 15 maximum)

O. Setting of, or adding to, unauthorized fires on college property or unauthorized use or possession of fireworks; smoking of cigarettes, cigars or pipes in any building of Hinds Community College except designated areas in residence hall rooms. (Demerits: 5 minimum - 15 maximum)

P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violation may be referred to the Disciplinary Committee for action. (Demerits: Pay and/or 5 minimum - 10 maximum)

Q. Failure to have I.D. Card on one's person at all times when on college property and outside the dormitory to which the student has been assigned by the college. This applies to other HCC students who are domiciled elsewhere. (Demerits: 5 minimum - 10 maximum)

R. Violations of the law of federal, state, and local governments. (Demerits: 5 minimum - 15 maximum)

S. Violations of clinical affiliations' rules and regulations. (Demerits: 5 minimum - 15 maximum)

T. Public profanity. (Demerits: 5 minimum - 15 maximum)

U. Creating a public disturbance by the use of portable radios, automobile radios, stereos, musical instruments, public address systems, or shouting is strictly prohibited. All activities involving amplified sound must be approved by either the Dean of Students or the Director of Student Activities or be an official function of the college. (Demerits: 5 minimum - 15 maximum)

V. Pulling of a fire alarm in any building; a false verbal or written fire report, emergency report, or bomb threat to any person at the college or to an official agency. (Demerits: 5 minimum - 15 maximum)

VI. INVESTIGATION

The Campus Police Department serves as the primary investigation agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi. In college operated residence halls the Resident Directors, Residence Assistants and Director of Housing perform investigation duties and work jointly with Campus Police and the Dean of Students/Operating Dean. All employees are encouraged to teach students good behavior and to request investigation assistance and/or to file a disciplinary action report when the situation merits further action.

VII. DISCIPLINARY PROCEDURE

A. Notification of Charges and the Disciplinary Process

An investigation of any reported student misconduct will be made before charges are initiated by the Dean of Students/Operating Dean. Such charges will be referred to a Disciplinary Committee if the investigation results justify a charge.

Notification will specifically inform the student:

1. that he/she may bring witnesses to testify in his/her behalf at the arranged meeting.
2. that he/she has the right to legal counsel of his/her choosing but that such counsel may not speak but participate only in an advisory capacity.
3. a brief summary of the nature of the charges and evidence to be presented during the hearing.

When a complaint is received, the student involved will be notified by the Director of Housing or the Dean of Students/Operating Dean of a conference or hearing. At this conference/hearing, the complaint is reviewed and the student will be assigned one of the following options:

1. Acknowledgement and admission of the violation, and request an informal hearing before the Dean/Director/Coordinator;
2. A formal hearing before a Disciplinary Committee.

B. Hearing Body

Infractions of residence hall regulations may be heard by the Dean of Students or assigned by the Dean of Students to the Residence Hall Disciplinary Committee or Director of Housing. All other cases will be heard by the Local Disciplinary Committee unless the accused elects to waive his rights to a formal hearing.

C. Procedure for Waiving Rights to a Formal Hearing

In the event a student desires to waive his/her right to a formal hearing before the Residence Hall Disciplinary Committee or the Local Disciplinary Committee, the student must admit guilt as charged and sign and date the proper form for this procedure. After the form to waive a hearing has been executed, the Dean of Students/Operating Dean will handle the case and impose punishment for the particular offense. A student who does not wish to accept the punishment imposed by the Dean of Students/Operating Dean may appeal to the District Disciplinary Appeals Committee for a reduced punishment. The question of innocence or guilt may not be appealed.

D. Procedures during Disciplinary Hearing

1. Hearing will not be opened to the public.
2. A record of all hearings will be made on a tape recorder or written minutes, and the Chairman will provide a secretary to keep a written report of the meeting (Judicial Committee Hearing Report Form). Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after three years. Only those persons directly involved with a case may have access to the records pertaining thereto.
3. The hearing will be conducted in an orderly manner.
4. The accused will have an opportunity to be heard in his/her own defense, either by oral testimony or written affidavit. If the student fails to attend the hearing, the hearing shall proceed. If the student withdraws from the college after an offense, the hearing shall be held in their absence and the punishment shall be enacted. No recommendation for the imposition of a penalty maybe based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based upon proof of violation of policies, rules, and regulation by the student accused.
5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony. The accused may present evidence in his/her own behalf, may reply to charges in his own words, and may present witnesses in his own behalf.
6. If a witness elects not to appear, an affidavit may be used.
7. The burden of proof will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.
8. The student's status at the college will not be altered pending final disciplinary action on the charges except as cited below. The student's right to be present on the campus/branch/center and to attend classes will not be suspended except for reasons relating to the safety and well being of himself/herself, other members of the college, or college property.

E. Findings and Recommendations

At the conclusion of the hearing the Chairperson of the Disciplinary Committee will prepare in writing their findings and recommendations (Disciplinary Hearing Report Form). These findings and recommendations will be submitted to the Dean of Students/Operating Dean within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the appropriate Vice President.

The Dean of Students/Operating Dean shall get the appropriate Vice President's signature of approval if penalties listed under VII. G.) 2, 6, 7, or 8 are imposed. If penalties 6, 7, or 8 are imposed, a copy of the Judicial Hearing Report shall be sent to the District Dean of Students who will have restrictions placed in the student's file and appropriate holds placed in the computer. The District Dean of Students will coordinate with counselors and and directors to determine when computer restrictions for disciplinary action may be removed.

F. Range of penalties by Residence Hall Disciplinary Committee or Administrative Hearing

The Residence Hall Judicial Committee or Director of Housing has the authority to recommend to the Dean of Students the following penalties and assign appropriate demerits as defined in the housing rules.

1. Written warning.
2. Enforce room change - one or more students would be required to move to another room within the same hall or to another hall.
3. Payment of damage cost - students would be billed to replace or repair damaged items.
4. Conduct probation for specified duration - this probation indicates that his/her behavior is unacceptable and violation of any college or residence hall policy could result in the increase of the duration of the conduct probation or the escalation to the disciplinary probation.
5. Disciplinary probation for specified duration - this indicates that the student is no longer in good standing with the college and that any violation of the college or residence hall policies could result in either the increased duration of the disciplinary probation or the recommendation that his/her status as a resident student be terminated.
6. Recommend removal from housing - This board would recommend that student(s) be removed from housing either permanently or for a specified duration.

G. Range of Penalties by Local Disciplinary Committee(s) or Administrative Hearing

The Local Disciplinary Committees and Administrative persons have the authority to assign the following penalties and demerits as defined insection V., Violations and Demerit System.

1. Written reprimand.
2. Removal from the residence hall for specifically stated period of time.
3. Disciplinary probation for a specifically stated period of time.
4. Suspension with suspended sentence.
5. Suspension from the college, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the college.
6. Suspension from the college for a specifically stated period of time.
7. Suspension from the college for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the college.
8. Expulsion from the college for an indefinite period of time.

H. Appeals

A student may appeal a decision reached by any disciplinary committee or administrative hearing to the next highest council, and is so informed. Appeal consideration is based on one or more of the following reasons:

1. Inadequate opportunity to prepare defense;
2. Inadequate evidence to justify decision;
3. Sanction not in keeping with gravity of wrongdoing.

The appeal must clearly state the grounds for appealing the decision. The appeal will be referred to the District Discipline Appeals Committee by the District Dean of Students.

Appeal forms listing grounds for the appeal are available in the office of the Dean of Students/Operating Dean and must be completed within three days after the decision. The appeal is forwarded to the committee, if the appeal is without merit, the appeal is denied. If the committee finds the appeal to have merit, the student may or may not be asked to appear before the committee for a review. The President is the final appellate official and may be contacted in writing for further consideration.

I. Confidentiality of Student Discipline Files

For every student referred for disciplinary action to the office of the Dean of Students/Operating Dean, a disciplinary file is established. This file contains the reports of the incident, forms dealing with the incident, and all correspondence. These files are maintained for three years as a means of keeping up with the student's disciplinary status. While the files may be used for internal administrative purposes, they are not released to others outside the college.

In cases resulting in a written reprimand, college probation, suspension or expulsion, and residence hall suspension, the disciplinary file will be maintained as a discipline record. The record will be intact for the period of time stipulated. A discipline record means that information from the file may be released to employers, other academic institutions, or governmental agencies where the student authorizes release specifically in writing or the documents are subpoenaed. Information regarding lesser penalties is not released.

A student may review his disciplinary file with the Dean of Students/Operating Dean by making an appointment.

DRUG-FREE ENVIRONMENT

In compliance with The Drug-Free Workplace Act of 1988, as revised by The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-126), the College is required to notify employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the College environment. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the above acts. All students found guilty of violations resulting from substance use or abuse may be suspended or expelled from school and/or the residence hall for one semester or more as decided at the hearing. (Alcohol is considered a controlled substance under this policy.) (May 3, 1989; Revised August 1990)

DRUG EDUCATION AND TESTING PROGRAM FOR ATHLETES

The problems associated with the abuse of certain drugs and alcohol are now of great concern in our society. There is special concern that college athletes be able to avoid those problems. The Athletic Department shall develop and implement a program of drug and alcohol education for all athletes, a system of testing to identify those athletes who are involved with the use of drugs and/or alcohol and special counseling and assistance to enable the involved athlete to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the athlete who is either unable or unwilling to become and remain drug and alcohol free will be removed from the athletic program.

NONSMOKING POLICY

The Hinds Community College Board of Trustees recognizes the need to protect the great majority of our employees and students who are nonsmokers from the passive inhalation of the cigarette smoke of those who continue to smoke. In order to do so, the Board hereby prohibits smoking, to include cigarettes, cigars, and pipes, inside any facility owned or operated by Hinds Community College District, except within those residence halls specifically designated by the President of the College. The President of the College is further directed to implement this policy in an orderly and measured fashion.

Violators of the policy will be handled through the disciplinary system if a signed complaint is received by the appropriate Dean of Students or Dean at that location.

DANGEROUS WEAPONS ON SCHOOL OR COLLEGE PREMISES

This policy prohibits the possession of pistols, firearms, or weapons in any form by any person other that duly authorized law enforcement officials on school/college premises or at school/college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

CAMPUS SOLICITATION

Campus solicitation of students/student organizations or by students/student organizations includes: selling of goods or services, political activities, posters, handouts and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group. Private business or solicitation may not be conducted on college premises, residence halls, academic buildings, except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization. Such requests must be directed to the Director of Student Activities, and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the college
2. No door-to-door solicitation is permitted in academic or administrative buildings
3. No disruption of traffic, either vehicular or pedestrian, is involved
4. Funds derived from activities must be used for purposes consistent with the goals of the organization
5. Campus mail may not be used for political, religious information or fund-raising
6. Request must be approved 48 hours in advance of activity
7. Policies (i.e., residence hall regulations) governing solicitation in non-academic and academic areas must be followed
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area.

EMERGENCY PROCEDURES CONCERNING THE OPERATION OF THE HINDS COMMUNITY COLLEGE DISTRICT

I. The following procedures are prescribed actions to set up channels of communication whereby administrators, instructors, students, and parents might understand the procedures in event of change from the regular schedule.

II. Administrative Procedures

A particular campus, all campuses, or other locations where classes are taught in the Hinds Community College District will close when the safety and well-being of the student body is in jeopardy. There may be times when one campus is closed and others will be open. The following administrative procedure is set forth as a guide for all concerned when it becomes necessary to deviate from the calendar which has been set and approved by the Board of Trustees.

A. **When college is in session,** any change from the routine schedule will be announced by the President and by the vice president, branch/center deans after instructions have been received from the Office of the President.

In the event of a natural disaster where telephone communications are interrupted or it is impossible or inadvisable for the vice president, branch/center deans to consult with the President, the vice president, branch/center dean concerned will take action to provide for the safety and welfare of the students and faculty.

B. If weather or other situations necessitate a cancellation of classes **when students are at home** after a school day, during a weekend or during holidays, students and instructors are requested to give attention to the television and radio announcements in the early evening (between the hours of 7:00 p.m. and 9:00 p.m.) and in the early morning (between the hours of 6:00 a.m. and 7:00 a.m.) to get correct information. When the following conditions exist, students and faculty should listen for announcements concerning the operation of the various campuses/branches/centers:

(1) When streets, roads and highways are covered with ice and snow and are otherwise dangerous to travel

(2) When rapidly changing temperatures produce sub-freezing weather that causes failure in water and heating systems.

(3) When natural disasters such as floods, tornadoes, and explosions occur.

C. Students should not call administrators or instructors. They should listen for announcements from television and radio. Instructors are at liberty to call the vice presidents, branch/center deans if there is any reason for concern or if there are any questions.

The President will coordinate with the City of Jackson (County of Hinds) Emergency Operations Center and other necessary agencies, and proper notices will be given to the television and radio stations for announcements between the hours of 7:00 p.m. and 9:00 p.m., if possible, or between the hours of 6:00 a.m. and 7:00 a.m.

STUDENT PUBLICATIONS POLICY

Hinds Community College sponsors student publications on the Raymond and Utica campuses under the direction of the District Public Relations Office.

The student newspapers and student yearbooks provide valuable student insights into Hinds Community College and also provide responsible journalism education and training for students.

The student publications do not represent officially the administration of Hinds Community College; however, the college does provide professional staff supervision of these publications in order to provide a responsible context for the freedom of expression of its students.

TITLE II OF PUBLIC LAW 101-542
Crime Awareness and Campus Security Act of 1990
CRIME AWARENESS AND CAMPUS SECURITY STATEMENT

CRIME, EMERGENCY REPORTING POLICY

Current Hinds Community College District Policy requires that members of the college community report all criminal actions and other emergencies to the Campus Police/Security Department.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

The Campus Police/Security Department or location Dean's Office will initiate an immediate response to any reported emergency. If circumstances require expertise or assets beyond the Campus Police/Security's abilities, the Campus Police/Security or location Dean's Office will immediately notify and request assistance from local law enforcement or other emergency services via telephone or radio.

CAMPUS SECURITY

Campus Security is provided by a College employed staff of Campus Police and Campus Security officers supplemented with contract security officers.

FURTHER INFORMATION

A full publication will be given to students and employees to meet the requirements of this federal law beginning September 1, 1993.

III
Student Services and Activities

PHILOSOPHY AND OBJECTIVES OF STUDENT AFFAIRS WORK AT HINDS COMMUNITY COLLEGE

The nature of American higher education places great emphasis upon developing the student as a completely educated "whole" person rather than upon simply promoting intellectual training alone. Such an emphasis has created a conscious extension of the learning environment beyond the classroom, and it is the student personnel professionals who bear the primary responsibility for facilitating the education which takes place in that milieu.

In promoting the Hinds Community College purpose and philosophy, student affairs should endeavor to establish rapport among all student groups, making each individual feel that he or she is an integral member of both the junior college community and of society as a whole. Accordingly, the various departments of student affairs should provide a means for complementing and supporting the academic, vocational, and technical programs. Workable strategies, techniques, and methods should be developed on a continuing basis to enhance and promote excellence in both intra-junior college and inter-junior college relations. Through student affairs, education should be viewed as an individualized, success-oriented system which is constantly being refined to meet both student and societal needs. To implement successfully this vitally important system, student affairs administrators function as:

EDUCATORS who operate in the challenging and relatively unstructured out-of-classroom setting. Student affairs professionals use activities, organizations, special developmental programs and interpretation of institutional and societal rules as tools in the total educational process.

PROVIDERS AND MANAGERS OF STUDENT SERVICES designed to facilitate the student's overall educational experience and to provide the type of special facilities for academic, vocational, and technical support activities which create an active and productive learning environment.

FACILITATORS OF THE MATRICULATION PROCESS who offer individual growth- oriented assistance to help students successfully progress through a multi-dimension college experience.

The objectives of Hinds Community College Student Affairs are consistent with the Hinds Community College Aims and Purposes as cited in the **Catalog.** The objectives are also in keeping with the Southern Association for College Student Affairs Standards and the United Board for College Development, Inc.

The objectives of the Student Services/Development Program strive:

1. To develop and initiate practical guidelines through which students may achieve life goals which are socially desirable and individually satisfying to their lives.
2. To help students plan their lives so that their goals, which they have established, can be attained.
3. To help students improve their abilities to live with others so that they may promote their own development and their own worthy purposes effectively.
4. To help students experience the satisfactions that come from association with different kinds of people.
5. To prepare students so they may be partners with those who seek to help provide a better society in which to make a living.
6. To provide students with leadership opportunities which enable them to adjust creatively in their own development of life's goals, to recognize their limitations, their strengths, and to build upon their own peculiar powers and interests while becoming enriched and resourceful persons.

COUNSELING SERVICES

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors, careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when this is a need.

A list of the major services that can be obtained through the counseling offices is given below. In addition to the above, the Academic Counseling Center at Raymond and the Utica Counseling Center provide the following services.

A. Academic advisement and educational planning

B. Career exploration through Discover Computer Package, individual career counseling and career classes

C. Comprehensive testing services that include the use of career, personality and ability tests for the purpose of personal growth and/or career exploration

D. Individual counseling

E. Counseling for drug and alcohol problems or referral for treatment through the College Assistance Program (CAP)

F. Referral to appropriate helping agencies when the need is indicated

G. Outreach services in the form of workshops, presentations, or "talks" with various student groups

The Counseling personnel welcome students on both a walk-in and appointment basis.

ORIENTATION: HINDSVIEW

Our orientation program is designed to answer the needs, concerns and questions that will confront you when you enter Hinds Community College. While at HINDSVIEW you will meet informally with faculty, staff and administrators; visit with student orientation leaders and other traditional and non-traditional students in small group sessions; and learn of the wide variety of available academic, social and personal opportunities. Our student group leaders are especially trained to help students understand policies, procedures and where to find assistance and services as a new student at Hinds. We strongly encourage all entering students to attend.

DEVELOPMENTAL STUDIES

Developmental classes - Math, English, and Reading

Developmental instruction is offered through the following courses: MAT 1103, MAT 1203; MAT 1233; REA 1103, REA 1203, REA 1303; ENG 1103, ENG 1203; and SPT 1103. Students are prescribed these courses based on ACT scores or placement tests to prepare them for success in traditional college courses. For more information on testing, please refer to the Mandatory Testing and Placement Procedure section in this catalog. Additional help is available to all students in the math and communication areas through help laboratories.

Vocational Related Studies

The Related Studies Laboratory is available to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical program. This laboratory is also available to help students enrolled in vocational programs who are non-high school graduates to obtain their GED. Attendance is required for some students based upon their TABE scores.

SUPPORT SERVICES

Student Support Services

This department provides tutorial and other support services for a limited number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. The qualifications may include disabled students and students who are receiving vocational rehabilitation funds. Applications may be obtained by calling 857-3386 V/TDD or by writing to the Student Support Services Department, P.0. Box 1290, Hinds Community College, Raymond, MS 39154-9799.

Deaf and Hard of Hearing Services

Support services in this department are funded by the Mississippi Department of Vocational Rehabilitation, the University of Tennessee Post-Secondary Education Consortium Grant, and Hinds Community College to provide deaf and hard of hearing students equal opportunity to enter and succeed in any of the existing programs of study on the Raymond Campus. Interpreters are provided for classes, tutorial sessions, and school events. Career, academic, and personal/social counseling is available. In addition, tutoring and notetaking are provided upon request by Student Support Services. Fully accessible residence halls are equipped with telecommunication devices (TDD's) decoders for closed captioned TV viewing, and flashing fire alarms and doorbells.

Applications for services may be obtained by calling 857-3310, or by writing to:

Deaf and Hard of Hearing Services
Box 1282
Hinds Community College
Raymond, MS 39154-9799

DISCOVER: Helps in Career Choice

DISCOVER is a computer-based information system that lets students measure their interests, abilities, and values and get instant results to use in exploring education and occupational options. The system makes it possible for students to have a wealth of information about occupations, colleges, special training programs, apprenticeships, financial aid and other related topics available to them at the touch of the keyboard. This allows the student to obtain a career profile geared specifically for him/her.

When students work with the DISCOVER system, they will be led on a methodical career journey, much the way they would be if they were being guided individually by their counselor. The DISCOVER profiles, along with the various other inventories the student may take, will allow the counselor to plan an individual career development program for each student.

Students are encouraged to become familiar with the DISCOVER system and the information it can provide them. Appointments may be made to work with the system by contacting the Academic Counseling Department on the Raymond Campus or on the Utica Campus.

HOUSING

Hinds Community College provides comfortable housing accommodations for students who desire to live on the Raymond or Utica Campuses. Residence halls broaden students educational experiences by providing a community where the student can live, learn, grow and have fun.

Admission to Hinds Community College does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and include a $50 deposit. Return the completed application and deposit to the Housing Office on the campus the student plans to attend. To be eligible to live in the residence halls, one must be a full-time student. This requires that an academic or technical student be enrolled for not less than twelve (12) semester hours and a vocational student be enrolled for not less than sixteen (16) semester hours.

A deposit of $50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Community College. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the resident hall occupant who follows the check out procedure as announced by the Housing Office.

After an admissions application is received and processed by the District Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. A student must meet all admission requirements before he/she can be assigned a residence hall room. It will be helpful if persons wanting to be roommates would sent both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their deposit receipt number. They will be assigned from the waiting list as space becomes available.

A student will be issued a residence hall room key if he/she has done the following:

1. Register for 12 or more hours (academic or technical) or 16 hours (vocational.
2. Shown proof of full payment:
   A. full payment (receipt)
   B. Financial Award Letter for full award and receipt for payment if a balance is owed.
   C. Proof of payment of ½ fees on a deferred payment plan.
3. Met all admission requirements.

If proof of payment is not shown by the student on check-in-day, the student will lose his/her room assignment, and the room will be assigned to the next person on the waiting list.

RESIDENCE HALLS RULES AND REGULATIONS

For specific information concerning housing rules and regulations, please refer to the housing section of the **Student Handbook.**

RAYMOND CAMPUS - RESIDENCE HALLS FOR WOMEN

ALLEN-WHITAKER HALL is a two-story, brick, L-shaped air conditioned building housing 109 returning women students, and is staffed by one hall director and four student resident assistants. Each of the 26 suites has two bedrooms with connecting bath. Each suite accommodates four students. The carpeted lounge contains modern furniture, a piano, and a television.

DAVIS HALL is a five-story building housing 257 new entering women students, eight student assistants, and a hall director. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a courtyard designed to provide natural light to all five floors. Corridors and lounges are carpeted. Tile baths are located on each floor. Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

HARDY-PURYEAR HALL is a four-story, air-conditioned brick building housing 200 new entering women students. Each floor has a carpeted lounge and central bath area. The building is staffed by six student assistants and one hall director. Each bedroom will accommodate two students, and is furnished built-in furniture including a study desk, chair, and chest of drawers.

MAIN HALL is a two-story brick building housing 96 sophomore women students with a minimum 2.75 grade point average or higher. The grande dame of Raymond Campus residence halls, the 70 year old building was totally renovated in 1988 and is now a sophisticated and elegant arrangement of four, seven, and eight-person suites with bedroom/bath areas upstairs and winding stairwells that open to sitting rooms. Adjacent to these gathering places are kitchenettes equipped with a refrigerator, microwave, sink, table and chairs. The building also offers two-person bedrooms with private baths. It is staffed by a hall director and four student resident assistants.

MARSHALL HALL is a two-story air-conditioned brick building housing 128 returning women students and is staffed by a hall director and five student resident assistants. Rooms are arranged in four-bedroom suites, each with ceramic-tiled bath, spacious cabinets and closets. The lounge is located at the central entrance and is furnished with a television and modern furniture.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

RAYMOND CAMPUS - RESIDENCE HALLS FOR MEN

GREAVES HALL is an air-conditioned facility for 184 returning male students. Each room is equipped with beds, built-in desks, book shelves and storage facilities. The building is staffed by one part-time hall director and four student resident assistants. One wing is reserved for sophomore men with a minimum 2.75 grade point average or higher. The wing is equipped with a refrigerator, microwave, and television cable in each room.

SHEFFIELD-WOOLLEY HALL is a four-story, air-conditioned brick building housing 200 returning male students. Each floor has a carpeted lounge and central bath area. The building is staffed by five student assistants and one hall director. Each bedroom will accommodate two students and is furnished with beds, study desks, chairs, and chest of drawers.

VIRDEN HALL is an air-conditioned residence hall housing 79 new entering male students. Each four-bedroom suite contains a small foyer, ceramic-tile bath, spacious cabinets, and closets. Rooms have venetian blinds, built-in study tables, beds, and book shelves. Staff includes a hall director and three resident assistants.

WILLIAMS HALL is a nine-suite, air-conditioned newly renovated facility housing 140 new entering male students. Each room is equipped with beds, desks, closets, and book shelves. The building is staffed by five resident assistants and a hall director.

LAUNDRY - Coin operated washing machines and dryers are easily accessible to all residence halls.

UTICA CAMPUS - RESIDENCE HALLS FOR MEN

B.E. LEWIS HALL is a modern three-story air conditioned complex comprised of various suites. Each student has a private closet. Each suite comes equipped with a private bath, a large study desk, and spacious chest of drawers for each occupant. It also has a two-way intercom system. Each floor has at least one resident assistant. This attractive complex, which overlooks Grantham Baseball Field, houses 144 male students.

UTICA CAMPUS - RESIDENCE HALLS FOR WOMEN

MAGGIE DUNSON HALL accommodates 144 female students. This modern air-conditioned complex is divided into suites, each with its own personal touch; a two-way intercom system, a large sink, spacious locker-equipped closet for each occupant, bathroom, and built-in drawers and study desks. The three floors of Maggie Dunson Hall overlook a free-flowing brook.

NEWTON-WALKER HALL is also a three-story complex. It is designed to house 72 women students and 72 men students. Unlike a co-ed dorm, a large spacious brick corridor separates the men's and women's quarters. A resident assistant is provided for each floor. Each suite is air-conditioned and has a private bath. Entry into each suite is from the outside only. Newton-Walker overlooks the tennis courts. Located in the residence hall complex is an air conditioned laundry room with a two-way intercom system, vending machines, and continuous soft music. Its location is easily accessible to any resident hall student.

FINANCIAL AID

GENERAL REQUIREMENTS

Financial assistance is provided to students who have met all admission requirements of the college and is to be used only for educational purposes. Aid recipients who have attended other colleges prior to attending Hinds Community College must submit a Financial Aid Transcript from those colleges.

For the student to be eligible to continue receiving financial aid, he must file a yearly aid application and document his financial circumstances.

In order to receive financial aid from any Federal Financial Aid Program, the student must be in good standing and make satisfactory progress in his course of study. The student may not be on extended probation or academic suspension and remain eligible for financial aid.

Funds for financial aid come from Federal Government Programs, Hinds Community College, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the Free Application for Federal Student Aid (FAFSA). The Department of Education will forward information to the student which is vital to the Financial Aid Offices in determining how much aid can be awarded to each student. The student should send this information to the Financial Aid Office. Financial aid will be awarded to each student based on their individual information. Each student is considered for all types of aid and awarded accordingly. Early filing of the FAFSA will insure sufficient time to study the needs of each student.

Although there are no deadlines for filing applications, in order to receive priority consideration, the results from the FAFSA should be received by the Financial Aid Offices prior to April 1. Additional applications will continue to be accepted after this date; however, this is a priority deadline for programs which may have limited funding. The FAFSA form should be mailed to Princeton, New Jersey as soon as tax returns are filed.

Results from the FAFSA are sent to the student in two to three weeks. The student must forward or bring these papers to the Financial Aid Offices so that eligibility amounts can be established. Applications are available at all Hinds locations and local high school counselors' offices.

FEDERAL STUDENT LOANS

In response to the nationwide effort to reduce defaults, Hinds Community College has developed a Loan Default Management Plan. All students requesting loan funds through any of the following federal loan programs will be given a copy of this plan.

FEDERAL PROGRAMS

TYPE: **FEDERAL PELL GRANT**
DESCRIPTION: $400 to $2400 per year. Non-repayable.
ELIGIBILITY: Undergraduates only; according to Congressional formula; enrolled at least half-time.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid and HCC Institutional Application.
DEADLINE: Not applicable. (Priority date April 1 for award, if any, to be ready for fall term.)

TYPE: **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**
DESCRIPTION: At least $200 per year. Non-repayable.
ELIGIBILITY: Undergraduates only with demonstrated need; and based on the availability of funds.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE: Priority - April 1.

TYPE: **STATE STUDENT INCENTIVE GRANT (SSIG)**
DESCRIPTION: At least $200 per year. Non-repayable.
ELIGIBILITY: Undergraduates only; Mississippi residents only; with demonstrated need; and based on the availability of funds.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE: Priority - April 1.

TYPE: **FEDERAL WORK-STUDY (FWS)**
DESCRIPTION: Not to exceed 15 hours per week at $4.25 per hour.
ELIGIBILITY: Undergraduates and graduates; with demonstrated need; based on availability of funds; earning monies via campus jobs.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; HCC Institutional Application.
DEADLINE: Priority - April 1.

TYPE: **FEDERAL STAFFORD LOAN (Formerly GUARANTEED STUDENT LOAN)**
DESCRIPTION: Not to exceed $2625. Interest rates will vary. Repayment begins 6 mos. after ceasing to be at least half-time student.
ELIGIBILITY: Undergraduates and graduates; with demonstrated need.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; Stafford Loan Application; HCC Institutional Application.
DEADLINE: Contact Financial Aid Office for FAFSA and lender for the loan application.

TYPE: **FEDERAL PARENT LOAN - Federal/Supplemental Loan for Students (PLUS/SLS)**
DESCRIPTION: Maximum $4000 per year. Parents & graduate/professional students. Variable interest rate.
ELIGIBILITY: Based on the cost of attendance and the amount of financial aid awarded.
REQUIRED FORMS: FAFSA, Free Application for Federal Student Aid; PLUS/SLS Application; HCC Institutional Application.
DEADLINE: Contact Financial Aid Office for FAFSA and lender for the loan application.

HINDS COMMUNITY COLLEGE FUNDS

Hinds Community College Work/Study Program. Hinds Community College offers students assistance through Hinds Community College Work/Study Program. The student may be eligible to work as much as 15 hours per week. Students will receive an hourly rate of pay.

POLICY ON SATISFACTORY SCHOLASTIC PROGRESS FOR RECIPIENTS OF FEDERALLY FUNDED FINANCIAL AID AND VETERANS BENEFITS

Federal regulations require an institution to evaluate the scholastic progress of financial aid and veterans benefits recipients. Effective July 1, 1984, federal regulations required institutions to strengthen their policies on satisfactory progress. Only hours attempted **after July 1, 1984,** are evaluated for financial aid and veterans benefits eligibility.

All students applying for, or receiving, Title IV Federal Assistance for attendance at Hinds Community College must progress satisfactorily towards completion of a chosen academic or vocational-technical program. Title IV Federal Assistance includes the following programs:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Federal State Student Incentive Grant (SSIG)
Federal Stafford Loan (SSL)
Federal Supplemental Loan for Students (SLS)
Federal Parent Loan (PLUS)

The following policies are in compliance with federal guidelines for satisfactory progress:

I. Grade Point Average and Credit Hour Requirement

The grade point average and credit hours passed that a student must maintain to be considered making satisfactory progress in a program of study will be determined by an evaluation of the total number of semester hours that have been attempted. A student who fails to meet the requirement may continue on financial aid/veterans benefits probation for one semester. If the deficiency is not corrected by the end of this probationary semester, the student shall be ineligible to receive further aid or veterans benefits until the deficiency has been corrected.

Students who are suspended from financial aid or veterans benefits for scholastic reasons at the end of the probationary semester may gain eligibility the succeeding semester(s) attended by achieving the appropriate cumulative grade point average and earned semester hours based on hours attempted.

Cumulative Semester Hours Attempted	*6-18	19-36	37-54	55-72	73-90
Minimum Cumlative Semester Hours Required To Pass	6	16	32	48	64
Minimum Cumlative Grade Point Average	1.75	1.85	2.0	2.0	2.0

* *Students cannot receive financial aid when enrolled in less than 6 semester hours per term.*

II. Time Frame

All students receiving financial aid or veterans benefits are expected to complete their educational objective with the maximum number of semester hours shown above.

Students attempting 90 semester hours without reaching their educational objective will be automatically suspended from Financial Aid..

Once a student has attempted 90 semester hours AND has received a degree or certificate, he/she must contact the Office of Financial Aid for reevaluation of financial aid eligibility to pursue a second degree. There are no provisions for financial aid beyond the second degree and/or certificate.

III. Transfer Students

Transfer students will enter with the same status for financial aid or veterans benefits as other students based on the hours attempted, credit hours earned, and grade point average at other college(s) previously attended.

IV. Withdrawals, Non-Credit, Remedial Courses and Incompletions - Financial Aid Recipients Only
(Students receiving veterans benefits refer to the veterans brochure or college catalog for the Veterans Withdrawal Policy)

A student will be allowed to officially withdraw. A "W" will not be used in calculating a student's grade point average, but all "W's" will be counted in determining the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.

A student will be allowed to repeat a course according to the policies stated in the college catalog, however, any course repeated **will** be included in total hours attempted for the purpose of determining eligibility to receive financial aid. That is, all courses repeated regardless of the previous grade earned, count as additional hours attempted.

Non-credit courses will not count in hours attempted, but semester hours for remedial courses will be recorded as hours attempted.

A student must remove an incomplete (I) grade by the end of the 9th week of the succeeding semester or receive a failing (F) grade. An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

V. Procedures for Implementing the Probation/Suspension Policy

At the end of each semester, the Office of Financial Aid/Veterans Affairs will develop a list of all students who failed to meet the minimum scholastic criteria set forth to be in good standing for financial aid or veterans benefits with the institution.

The Office of Financial Aid/Veterans Affairs will notify the students that they are on financial aid or veterans benefits probation and inform them that if they do not pass the minimum required semester hours with the appropriate cumulative grade point average for the following semester in attendance, they will be suspended from financial aid or veterans benefits until eligibility is reestablished.

Students who will be suspended from financial aid or veterans benefits will be informed by the Office of Financial Aid/Veterans Affairs at the end of the appropriate grading period.

Eligibility may be reestablished by the student attending, paying his/her own fees without federal assistance and meeting the requirements in Section I above.

VI. Appeal Process

In extenuating circumstances such as personal illness or illness and death in the immediate family, a student may appeal to the local Student Affairs Committee for relief from these requirements. Appeals for permission to continue when suspended from financial aid or veterans benefits must be made in writing to the local Student Affairs Committee. Each appeal will be considered on its own merit.

All appeals must be submitted within thirty (30) days from the date of the suspension letter.

VETERANS AFFAIRS

The Office of Veterans Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For additional information call 857-3226.

ADMISSION

Students who plan to receive veterans benefits must satisfy the school's admission requirements as outlined in the Admission Requirements section of this catalog BEFORE being certified to the Veterans Administration Regional Office. In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Benefits.

CHANGING OF PROGRAMS

Students receiving veterans benefits must at all times have a definite program declared with the Office of Veterans Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans Affairs and the Veterans Administration.

COUNSELING

All veterans benefits recipients are required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

Each student must have a signed Veterans Benefits Recipient Program Planning Sheet from his/her counselor for EACH enrollment period. The student must also sign the Program Planning Sheet acknowledging the course recommended by the counselor.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, **Guide To The Evaluation Of Educational Experiences In the Armed Services,** is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION

Students receiving veterans benefits are expected to maintain the same standards of satisfactory progress as all other students receiving financial aid. See **Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits** in this section of the catalog.

Exceptions from the Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits are as follows:

"W's" will not be used in calculating the number of semester hours attempted for the purpose of determining eligibility to receive veterans benefits.

Veterans benefits recipients may attempt additional hours beyond the 90 semester hours allowed in the policy without completing a degree, as long as they file a Change of Program form with the Office of Veterans Affairs and are maintaining satisfactory scholastic progress.

Veterans benefits recipients may pursue the allotted number of degrees as outlined by the Veterans Administration.

NOTE: Policies stated for veterans comply with Regulations 14253, 14277, 14278, Department of Veterans Benefits.

CHANGING ENROLLMENT STATUS

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the **College Catalog.** Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments. (See policy below concerning overpayments.)

VA POLICY REGARDING OVERPAYMENTS

Student Actions That Result in Overpayments

1. Withdrawing from a course or school.
2. Receiving a grade which does not count toward your graduation requirements.
3. Failure to have an incomplete grade changed to a grade which counts toward your graduation requirements.

VA Actions Once an Overpayment is Created

1. Add interest charges and collection fees to your debt.
2. Withhold future benefits and apply them to you debt.
3. Turn your debt over to a private collection agency.
4. File suit in federal court to collect your debt.
5. Withhold approval of you VA home loan guarantee.
6. Collect the debt from your federal income tax refund.

Explanation of Mitigating Circumstances

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means if you drop a course, unless you can show the VA that there are mitigating circumstances, you must return all the money paid to you for pursuit of that course **from the start of the term,** not merely from the date you dropped the course.

Examples of **acceptable** mitigating circumstances are prolonged illness, severe illness or death in you immediate family and unscheduled changes in your employment or work schedule.

Examples of **unacceptable** mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

NOTE: You will normally be required to submit evidence to support your reasons before they can be accepted by the VA.

SCHOLARSHIPS

HINDS COMMUNITY COLLEGE SCHOLARSHIPS

ACT SCHOLARSHIPS
All Locations
(ACT Scholarships are awarded through the Financial Aid Office.)
Applicants should apply for scholarships as soon as they attain an ACT composite score of 21 or above as all ACT awards are made on a first-come basis. No scholarship awards will be made after the first scheduled day of classes.

PRESIDENTIAL
All locations

Tuition, room and board scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 29 or above, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.

Required forms - HCC Financial Aid/Scholarship. Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

DEANS'
All locations

Tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 25-28, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.

Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

FACULTY
All locations

One-half tuition scholarships awarded for up to four consecutive semesters, fall and spring semesters only. Applicants must meet all HCC admission requirements. ACT score of 21-24, first time entering freshmen taking 12 or more semester hours; Mississippi resident. Students **must** maintain full-time student status and a 3.0 grade point average.

Required forms - HCC Financial Aid/Scholarship Application and copy of ACT scores - submit to Financial Aid Office, 857-3453.

GIFTED & TALENTED
Utica Campus

Tuition scholarships awarded annually. Utica Campus Full-time student. Based on applicant's talents, skills, and leadership abilities, as well as academic achievements. Required forms - Gifted & Talented Scholarship Application. Call Utica Campus, Dean of Students, 885-6062 for information. Deadline - March 1.

BASEBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus; call 857-3325 for information. Deadline - Varies

BASKETBALL
Utica Campus

Amount of award varies with qualifications. Utica Campus (Men & Women). Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Utica Campus; call 885-6062 or 354-2327 for information. Deadline - Varies

FOOTBALL
Raymond Campus

Amount of award varies with qualifications. Student must meet eligibility rules of the National and Mississippi Junior College Athletic Association. Selections are made by the coach based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department on the Raymond Campus. Call 857-3325 for information. Deadline - Varies

MUSIC
Raymond Campus

Tuition scholarships - Raymond Campus. Must be a full-time student majoring in music. Selection is based on auditions. Required forms - Music Application available through the Music Department, 857-3271. Deadline - August 1.

BAND
Raymond Campus

Raymond Campus - One-half tuition scholarship for 1st and 2nd semester band participants, full tuition scholarships for 3rd and 4th semester band participants. Extra service scholarships are available including stage band. Must be a participant in the band. Required forms - Band Application. Call 857-3273 for information. Deadline - Varies.

HINDS COMMUNITY COLLEGE DEVELOPMENT FOUNDATION SCHOLARSHIPS

Scholarships are awarded for fall and spring semesters only. The scholarships awarded are based on classroom excellence, involvement in extracurricular activities, financial need, desire for achievement, and letters of recommendation. Students must maintain full-time status and 2.5 grade point average. Required forms - HCC Financial Aid/Scholarship Application, high school and/or college transcripts, three letters of recommendation, copy of ACT profile, list of achievements, and summary of why the student feels he or she should be considered for a scholarship; submit all items to the Development Office. For information, contact the Director of Development at 857-3363. Deadline - March 1.

THE DEVELOPMENT FOUNDATION UNRESTRICTED SCHOLARSHIPS

A. A. Alexander General Scholarship
G. J. Cain General Scholarship
A. L. Denton Art Scholarship
F. M. Greaves General Scholarship
Anne C. Hardy General Scholarship
Mildred Herrin General Scholarship
William H. Holtzclaw Utica Campus Scholarship
B. E. Lewis Utica Campus Scholarship
Grady Sheffield Business Scholarship

DEVELOPMENT FOUNDATION ENDOWED SCHOLARSHIPS *

Marian Pickett Carmichael Endowed Scholarship - awarded to a full-time Raymond Campus student.
H. H. Davis Endowed Scholarship - awarded to a full-time student at the Raymond Campus or the Utica Campus.

A. P. and T. B. Fatherree Vocational and Technical Endowed Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Walter H. Gibbes Vocational/Technical Endowed Scholarship - awarded to a full-time student majoring in a vocational or technical program.

Charlie Griffin Memorial Endowed Scholarship - awarded to a full-time student.

Jobie and Jim El Harris Endowed Scholarship - awarded to a full-time student.

Warren Hood Endowed Scholarship - awarded to a full-time Hinds County, student.

Ruth Kelly Homebuilders Auxiliary Endowed Scholarship - awarded to a full-time Raymond Campus student majoring in a vocational or technical program related to the homebuilding industry.

H. R. Kilby Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student from Hinds County majoring in business.

Dr. Robert and Lee Mayo Endowed Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

George M. McLendon Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student demonstrating outstanding leadership.

Scott Nelson Memorial Endowed Scholarship - awarded to a full-time student (priority will be given to a child of a HCC faculty or staff member).

Harry Partin Electronics Engineering Technology Endowed Scholarship - awarded to a full-time student majoring in Electronics Engineering Technology on the Raymond Campus.

John Pervangher Vocational Endowed Scholarship - awarded to a full-time Vicksburg/Warren County Branch vocational/trades student.

Marie Pervangher Business Endowed Scholarship - awarded to a full- time Vicksburg/Warren County Branch student majoring in business technology.

Pickett Endowed Scholarship - awarded to a full-time Raymond Campus student.

Rankin County Alumni Endowed Scholarship - awarded to a full-time Rankin County high school graduate.

Joe A. Renfroe Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student majoring in a sports-related field.

Virginia Riggs Endowed Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Eugene G. "Gene" Schubert Memorial Endowed Scholarship - awarded to a full-time Raymond Campus sophomore majoring in agricultural education or animal science.

Lurline Stewart Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student majoring in mathematics or engineering.

Robert C. Stewart Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student majoring in geology, engineering, or mathematics.

C. V. Sullivan Memorial Endowed Scholarship - awarded to a full-time student.

John Bell Williams Memorial Endowed Scholarship - awarded to a full-time Raymond Campus student demonstrating financial need.

Ed, Mattie, and Douglas Woolley Endowed Scholarship - awarded to a full-time student.

Note: Applicants should follow procedures as outlined above for HCC Development Foundation Scholarships.
** Amount of award varies*

SPECIAL DEVELOPMENT FOUNDATION SCHOLARSHIPS

Stacey Renee Allen Memorial Scholarship - awarded to a full-time native Mississippian female student on the Raymond Campus majoring in Law Enforcement who demonstrates financial need.

Susan Ballard Memorial Scholarship - awarded to a full-time Raymond High School graduate.

William A. Browne Scholarship - awarded to students who meet the same criteria as for Trustmark Scholarships.

W. H. Buckner Scholarship - awarded to a student from Vicksburg.

Mr. and Mrs. W. H. Cochran Scholarship - awarded to a full-time student.

Katherine Duncan Scholarship - awarded to a student from Vicksburg.

Faculty/Staff Alumni Scholarship - awarded to the child of an active member of the Faculty Staff Alumni Chapter.

Nona Fortenberry Scholarship - awarded to a Raymond Campus student majoring in Business Technology.

Jack Hite Hi-Stepper Leadership Scholarship - awarded to a full-time Raymond Campus sophomore Hi-Stepper.

Homebuilders Scholarship - sponsored by the National Homebuilders Association, Mississippi Association of Homebuilders, Jackson Homebuilders Association, and Jackson Homebuilders Association Ladies' Auxiliary - awarded to a student pursuing a homebuilding field on the Raymond Campus.

Carla McCulloch Memorial Scholarship - awarded to a full-time second semester AD Nursing student.

W. M. McKenzie Memorial Scholarship - awarded to a Raymond Campus student majoring in agriculture.

Kurt Markus, Ltd. Scholarship - awarded to a full-time minority student from Vicksburg.

Lee Mayo Choir Scholarship - awarded to a full-time Raymond Campus Choir member and Music major.

James Taylor Monk GED Scholarship - awarded to a full-time student who has received a GED through the Rankin County School District's Adult and Community Education Program.

Sherard Scholarship - awarded to a Vicksburg student.

Trustmark National Bank Scholarship Program for Graduating Seniors - awarded to full-time students who meet the following criteria:

- is a graduate from a public, private, or parochial school located within Hinds, Rankin or Madison County
- has a 12 or better ACT
- has a "C" or better grade point average
- has no record of disciplinary problems
- is from a household with a combined income of $15,000 or less

Col. Frank Walsh Social Studies Scholarship - awarded to a Raymond Campus student majoring in Social Studies.

Harold T. White Memorial Hotel/Restaurant Management Scholarship - awarded to a full-time Hotel/Restaurant Management student who agrees to work an internship.

MISCELLANEOUS DEVELOPMENT FOUNDATION SCHOLARSHIPS

The following companies and organizations randomly award scholarships:

The American Legion Post #112
Beverly Enterprises
Best Western Metro
Credit Professionals International (CPI)
Hinds County Farm Bureau
Men's Garden Club of Jackson
Mississippi Power & Light
Mississippi Rural Rehabilitation Corporation
Printing Industry of the South
Rankin County School District Association of Educational Office Professionals
Rankin County Farm Bureau
South Jackson Hinds County Development Association
South Jackson Rotary Club
Vicksburg Chapter/Mississippi Restaurant Association

HINDS COMMUNITY COLLEGE SCHOLARSHIP POLICIES

The following policies have been established in the administering of scholarships for Hinds Community College.

1. Any scholarship student who fails to contact the Financial Aid Office in writing to accept his/her scholarship by the deadline established in his/her award letter will forfeit the scholarship.
2. Any student on scholarship who drops below full-time status (minimum of 12 semester hours) will not be eligible for an academic scholarship in the future.
3. Any student on scholarship who does not maintain the required cumulative grade point average will forfeit the scholarship. There is no probationary semester.
4. The award of a scholarship cannot exceed the allowable fees assessed by the college.
5. Scholarship awards will be credited to a student's account. Only in special circumstances will a check be made directly to the student.
6. Any student expelled from school because of a disciplinary reason will forfeit his/her scholarship and will not be eligible for another scholarship.
7. Students on the Cooperative Job Program must get special permission to continue their scholarship when they are working alternate semesters.
8. Any student on scholarship who fails to attend school in consecutive fall/spring semesters (excluding summer school) will forfeit his/her scholarship.
9. A commuter student receiving more than one tuition scholarship can receive only one full tuition scholarship plus one $100.00 per semester book voucher at the Hinds Community College bookstore.
10. Scholarships do not cover the following:
    a. Registration fee
    b. Additional fees assessed for more than 19 semester hours
    c. Any charges related to summer school (tuition, room, or board, etc.)
    d. Any change of schedule fees
    e. Parking decals
    f. Yearbook
    g. Late fees
    h. Lab fees
11. Any student who ceases to attend classes and fails to withdraw officially will forfeit his/her scholarship. The student will not be eligible for any academic scholarship in the future.
12. Any student officially withdrawing from school will not be required to pay back any tuition portion of his/her scholarship. However, if he/she is receiving any scholarship monies on his/her housing or meals, the scholarship account will be reimbursed any remaining portion of those fees. The student will not receive any refund of scholarship monies. A scholarship student must clear with the Financial Aid Office prior to withdrawing officially.
13. A student officially withdrawing from school will not be granted a scholarship for another semester unless approved by the Scholarship Committee.
14. A student may receive a scholarship for a maximum of four semesters.
15. Repeating courses cannot change forfeiture status retroactively.

16. The Scholarship Committee will review any special circumstances brought before them. A student desiring a special waiver should submit the request in writing to the Chairman of the Scholarship Committee within 30 days of the date of the written notice.
17. Only the Scholarship Committee, with the approval of the President of the College, can make any changes in these policies.

ADDITIONAL ACT SCHOLARSHIP POLICIES

1. ACT Scholarships are only awarded to first time entering full-time (12 or more semester hours) freshmen. If for any reason a student is not awarded an ACT Scholarship his/her first semester, the student is not eligible for an ACT Scholarship at a later date. For this reason, apply as early as possible. Students who have attended summer school prior to entering in the fall are eligible for an ACT Scholarship. A student must apply before the first day of classes of his/her first semester, fall or spring, at Hinds.
2. ACT Scholarships are awarded on the basis of the date a completed file is received in the **Financial Aid Office**, not on the individual's score. A completed scholarship file for an ACT Scholarship includes a scholarship application and a copy of the student's ACT profile.
3. ACT Scholarships are awarded only to Mississippi residents.
4. Scholarship awards cannot be raised after the first day of classes for the first semester enrolled.
5. ACT Scholarships can be retained for four semesters if the student maintains full-time status (successfully completing 12 or more hours) and a 3.0 or better overall grade point average.
6. Presidential scholarships (ACT of 29 or above) cover tuition, room, and a meal ticket for a dormitory student. Commuter recipients will receive tuition plus a $100.00 book voucher at the Hinds Community College Bookstore each semester.
7. Deans Scholarships (ACT of 25-28) cover only the current cost of tuition.
8. Faculty Scholarships (ACT 21-24) cover only one-half the current cost of tuition.

ADDITIONAL DEVELOPMENT FOUNDATION SCHOLARSHIP POLICIES

1. Development Foundation Scholarships differ in value. A student must contact the Development Office to determine the value of a scholarship. The scholarships may differ in value from year to year.
2. A student receiving a Development Foundation Scholarship designated for a certain major will forfeit that scholarship if he/she changes majors.
3. Development Foundation Scholarship recipients must attend the Scholarship Recognition Program. Failure to attend will result in forfeiting the scholarship, unless prior approval is granted by the Chairman of the Scholarship Committee.
4. Most Development Foundation Scholarships require a 2.5 grade point average in order to retain the scholarship the next semester. However, some scholarships are awarded only by semester, and some others require different grade point averages. Therefore, a recipient must contact the Development Office for specific details.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education and Placement. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) **UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.**

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

LEARNING RESOURCES SERVICES

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty, and staff in the learning process, is located at each of HCC's six locations. Each Center provides an excellent facility housing a carefully chosen variety of materials that support the curriculum of the college. These materials support the instructional programs at each location as well as the research, enrichment and recreational needs of the students and faculty.

The wide variety of materials found in the LRCs consists of print, electronic and audiovisual materials. A joint union catalog, in both microfiche and electronic formats, provides access to over 155,000 books and 141,000 items of non-print material. An automated library management system provides ease in circulating materials and intra-library loan systems for the sharing of books, magazines, films, tapes, and other resources as they are transferred by a daily inter-campus courier service.

HOURS

On the resident campuses, Raymond and Utica, the Learning Resources Centers are open for service the following hours:

Monday - Thursday	7:45 AM - 9:30 PM
Friday	7:45 AM - 4:00 PM

Weekend hours - To be announced

Locations which do not serve residence hall students observe the following hours:

Monday - Thursday	7:45 AM - 7:30 PM
Friday	7:45 AM - 4:00 PM

Although designed primarily as "self-service" operations, trained personnel are on duty to assist students at all times. Group instruction and individual assistance in library usage is provided by the professional library staff.

LIBRARY SERVICES

Circulation desks at the Centers are focal points for checking books in and out and for securing assistance in using library materials. Adjacent to the circulation desks are the on-line public access catalogs that index the material available for use in the Centers.

Books, when presented at the circulation desks, may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another reader. A STUDENT MUST PRESENT HIS **VALIDATED** I.D. CARD WHEN CHECKING OUT MATERIALS.

Reserve books, which are kept at the circulation desks, constitute a category of books upon which circulation restrictions have been placed. In general, reserve books are to be used in the Centers and may be checked out for home use only when the resource centers are closed.

Reference books are selected to support the community college program. Because they are used continually and the information in them must be available at all times, these materials do not normally circulate for home use. These books are distinguished from the books which students may check out not only by their location in separate areas but also by the letter "R" above the call numbers on the spine of the books. Among the various types of books found in the Reference collections are atlases, bibliographies, dictionaries, encyclopedias, handbooks, and indexes.

Magazines add a wealth of material to the Centers' collections. The Hinds District Resources Centers subscribe to over 1,241 periodicals. Current issues of the magazines are arranged alphabetically by title on open display shelves in the Centers. Back files of the periodicals are available in paper and/or microform. Periodical indexes are provided for student use. The magazine collection is restricted to "in-house" use.

Audiovisual materials require special equipment for their use and therefore are designed to be used in the Centers.

MEDIA SERVICES

The Department of Media Services operates a center for the Raymond Campus. This center, located in the lower level of the McLendon Library, includes a learning lab equipped with microcomputers, videotape viewing areas, and audio tape players, filmstrip and slide viewers, five classrooms, and a production facility.

Students using the Learning Lab may check out materials at the check-out area where catalogs listing current holdings of the Media Center are located. The Learning Lab also has microfiche readers that index the materials available for use.

Students, faculty and staff may use all media material located in the Media Services Center. Media used in campus classrooms may be viewed and/or reviewed by students in the Learning Lab.

The Center has five mediated classrooms which provide the wide variety of media for instruction. Students may also use the classrooms to view films and for small group use of all media material. One classroom, equipped with the telephone and closed captioned TV, has been designated for use by the Deaf and Hearing Impaired Services Program.

In addition to the Learning Lab and classrooms, the Media Services Center houses a complete production facility, including a darkroom, transparency production, basic graphic production, 35mm slide copying, multi-image production, audio tape production, and a fully equipped television studio and video editing facility.

BRITISH STUDIES PROGRAM

GENERAL INFORMATION

Hinds Community College is a member of an academic consortium of several colleges and universities in the southern and southwestern United States supporting an international study program entitled the "**British Studies Program**". The British Studies Program is a residential summer session offered annually during **July and August in London, England.**

While allowing participants ample free time for independent travel, the session offers upper division undergraduate and graduate coursework. Students can earn up to eight semester hours by participating in the British Studies Program.

In this program, the majority of on-site lecturing is coordinated by local British scholars, exposing students to leading experts in their field. Five weeks and three weeks courses in a wide range of academic disciplines including Humanities, Business, Education, Fine Arts, etc., are offered through the British Studies Program.

A mini-break is also scheduled to allow time for personal travel outside of London, along with low-cost optional day tours to general places of interest. Paris, Scotland, Cambridge, Dover, Canterbury, Bath, and Stonehenge are often included.

HOUSING

Students are housed in residence halls located within London's central commuter zones. The halls provide communal kitchens and bathrooms, laundry facilities, television rooms, cafeterias, security, and easy access to the principal attractions of the metropolis.

FINANCIAL AID

Persons who are accepted for participation in the British Studies Program and who meet federal requirements for a guaranteed loan may apply for such a loan. Interested students should contact the **British Studies Coordinator at 601-857-3366 prior to the FIRST WEEK OF APRIL.**

APPLICATION PROCEDURE

Applications will be reviewed promptly upon receipt, and all applicants will be informed of their acceptance status. Minimum program eligibility requirements include the completion of at least 28 semester hours with a 2.0 GPA for undergraduate students, and graduate standing for graduate students. In addition, students must satisfy all additional course prerequisites described under the individual course listings.

Registration is open from January until May. However, rigid maximum student quotas exist for all courses, and the number of applications normally exceeds the number of places available. Interested parties are therefore advised to make formal application at their earliest convenience.

ANY STUDENT from ANY COLLEGE or UNIVERSITY in ANY STATE may request information from the **BRITISH STUDIES COORDINATOR, HINDS COMMUNITY COLLEGE, BOX 1164, RAYMOND, MS 39154; (601) 857-3366).** British Studies Program Office is located on the HCC Raymond Campus in Reeves Hall, Room 118.

CONTINUING EDUCATION AND COMMUNITY SERVICES

Non-credit services are provided through this office of Hinds Community College. These services represent the outreach aspect of the institution.

Continuing Education Activities (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained by semester hours of credit are not awarded. These classes may or may not follow the college calendar.

Community Services

This aspect of the Continuing Education Office has an objective of providing special services for the community. Through this aspect, the Division promotes and participates in joint venture activities with other state and private organizations and agencies; as well as sole, self initiated efforts. The special services include: seminars, discussions, conferences, etc.

RESOURCE AND COORDINATING UNIT FOR ECONOMIC DEVELOPMENT

Strong economic development requires that business and industry have access not only to a skilled work force but also to well educated and highly motivated workers. Hinds Community College established the Resource & Coordinating Unit for Economic Development office (RCU) to work with local business, industry, and government to expand the economic base through customized training, consulting, and development.

Divisions of the Resource & Coordinating Unit for Economic Development which enables us to accomplish our goals are: Computer Skills Labs; Business & Government Services; Industrial Services; Mobile Literacy Units; Adult Basic Education, Continuing Education Services; Tech-Prep Coordination; Faculty In-Service Training; and the Small Business Development Center and International Trade Center.

Adult Basic Education and Continuing Education Services

The Adult Basic Education and Continuing Education Services provides course work in Adult Basic Education (ABE); General Education Development Test Preparation (GED); Adult Vocational Education (AVE); and Child Development Associates (CDA).

Adult Basic Education classes are provided for adults who lack basic literacy skills. Classes are offered at various locations throughout the District.

General Education Development Test Preparation classes are provided for persons who possess basic literacy skills but may not feel they are ready to attempt the GED test.

Adult Vocational Education classes are provided for those who desire to continue to upgrade their skills. Classes are scheduled at any Hinds Community College location when requests are received by the Assistant Director of Vocational Education. AVE classes may or may not follow the general college calendar.

Child Development Associates course work is provided by Hinds Community College in conjunction with the Child Development Associate, Inc. (Washington, DC). Courses are designed to increase the knowledge and skills of teachers of various Headstart agencies. Successful completion of this highly structured program qualifies the participants for certification by national standards.

Business and Government Services

A major mission of the Business & Government Services Division of the RCU is to work with local business and government to expand the economic base through customized training, consulting and development.

Some of the training programs available to business and government include:

Supervisory Management Skills in the areas of Communication, Stress and Time Management, Motivation, Managing Change, Team Building, Problem Solving, Delegating, Conflict Management; Marketing Skills in Tele-Marketing, Telephone Etiquette, Professional Development, Customer Service, Selling, Advertising, and Visual Merchandising Techniques; and specialized courses in Entrepreneurship, Financial Management, Career Counseling, Test Taking Skills, Zenger-Miller Total Quality Management, and Presentation Skills.

Computer Skills Training

RCU offers short-term computer workshops with curriculum developed specifically to meet the needs of business and industry. RCU has two computer labs, two full-time instructors, and several part-time instructors that provide customized computer training for business and industry. RCU can also conduct on-site training. Some workshops taught through RCU are: MS DOS; Enable; Lotus 1-2-3-; WordPerfect; dBase III and IV; QuattroPro; and many others including advanced workshops.

Industrial Services

A wide range of credit and non-credit courses are available to business and industry through the Director of Industrial Services. These offerings may come from the Catalog or may be designed specifically for a given company. State funds are available to support many of these programs when they are for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at 857-3387.

Mobile Literacy Units

RCU has two 28-foot mobile labs used to conduct Basic Skills classes at on-site locations in the Jackson and Vicksburg areas. Computers are used to assist individuals in achieving their goal of upgrading skills and, in some cases, completion of the GED. Training consists of kindergarten through 12th grade. Students work at their own pace on a schedule compatible with their daily work schedule.

Small Business Development Center and International Trade Center

The Small Business Development Center (SBDC) and International Trade Center (ITC) provide one-to-one confidential counseling and training assistance in all aspects of small business management and international trade.

SBDC services range from help with financial, marketing, production, organization, and technical problems to the development of feasibility studies. The ITC provides assistance on "how to" export and import.

Special programs exist for inventors with patentable products, procurement matching assistance, business financing information and small business incubators.

Technical Preparation Education Program

The Tech-Prep Project will include the development and operation of four-year articulated programs designed to provide two years of tech-prep education in secondary schools leading to an Associate Degree or a two-year certificate. This project will provide, in a strong systematic manner, the comprehensive link between secondary schools and post-secondary educational institutions.

CAMPUS SERVICES AND SERVICE FACILITIES

COLLEGE OFFFICE HOURS

Normal College office hours, except during holidays, are Monday through Friday from 8:00 a.m. to 12 noon and 1:00 p.m. - 4:30 p.m. On Tuesdays the following offices are also open from 4:30 p.m. - 7:00 p.m.: Counseling, Admissions, Financial Aid, Development/High School Relations, and Business Office. Most locations follow the above hours.

BOOKSTORES

The bookstores are located in the Student Union Building on the Utica, Rankin, and Raymond Campuses. At the Jackson Campus, Academic/Technical Center located in Jackson, the bookstore is located off the lobby near the main entrance. Bookstores are open from 7:30 AM to 4:00 PM - Monday through Friday. At the beginning of each semester, the bookstores are open from 6:00 PM to 8:00 PM to accommodate students. The extended hours apply for the first two weeks of the fall and spring semesters and for the first night of class in the summer semesters.

New and used textbooks are sold in the bookstores. At the end of the semester, books are purchased from students at half the original price provided the text is being used again. If instructors have changed to a new text, the book will be purchased at the Wholesale Buying Guide price. Lab books cannot be brought back for resale. Students must present ID cards. Books will be checked against the student's schedule of classes when selling books to the bookstore.

BUSINESS OFFICE

During office hours (8:00 AM to 4:00 PM Monday through Friday), the Business Office will cash checks not to exceed $25.00 for residence hall students during the spring and fall semesters. Two-party checks or third-party checks will not be cashed.

CAFETERIA/DELI

When classes are in session, the cafeteria and the deli on the Raymond and the cafeteria on the Utica Campuses serves three meals each day. Saturday and Sunday schedules are abbreviated as there are fewer people on campus to be served. A student must present his meal ticket at each meal or pay cash for the meal. A meal ticket may be used only by the person whose name appears on it. There is a charge of $15.00 for the replacement of a lost or destroyed ID card and meal ticket.

HINEY-HO CAFE AND THE BULLDOG INN

The Hiney-Ho Cafe is located on the second floor of the Student Union Building on the Raymond Campus. On the Utica Campus, the grill is located on the first floor of the Student Union Building and is known as the "Bulldog Inn." Rankin Campus food services is located in the Student Services Building. These grills provide fast food service throughout the day and evening. Many commuting students have breakfast at the grill before going to class. See **Student Handbook** for hours of operation.

CONVENIENCE STORE

The Convenience Store serves colas, chips, Hiney-HO sausage, popcorn, candy, etc., to the on-the-go college student. It is located on the first floor of the Student Union Building on the Raymond Campus.

EAGLE RIDGE GOLF COURSE AND RAYMOND LAKE

Hinds Community College operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, covering 35 acres, is available to students for fishing, picnics, or just daydreaming.

LAUNDRY

Neither the Utica Campus nor Raymond Campus operates a general laundry, but modern coin operated washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. Ironing facilities are also located in designated residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. Any items which are lost or found should be reported to this office. In branches and centers the administrative office provides lost and found services.

CAMPUS POLICE DEPARTMENT

The Hinds Community College Police Department is a full service department organization directly responsible to serve the needs of the college community. Their philosophy is "to serve and to protect." The Campus Police Department provides security service at all locations.

Although a primary responsibility is that of traffic control, the Campus Police Department stands ready to assist in an emergency, to offer the necessary service for the protection of personal and college property, and to enforce regulations and state laws.

MOTER VEHICLES ON CAMPUS

Students and employees of Hinds Community College are required to register motor vehicles with the Police Department on all campuses and branches. Parking zones have been established along with other regulations. The **Student Handbook** outlines traffic and parking regulations. Copies of the **Student Handbook** may be secured from Deans or Coordinators at each location. Penalties are assessed for violation of regulations and persistent violators may be denied the privilege of operating their vehicles on campus. All motor vehicle registration decals expire August 15th of each year.

POST OFFICE

The Post Offices are located in the Student Union Building on the Raymond and Utica campuses. Students should secure a mailing address from the Postmaster. The post office hours are as follows:

	Fall/Spring Semester	**Summer Semester**
Monday - Friday	8:00 AM - 12:00 Noon 1:00 PM - 4:00 PM	8:00 AM - 11:00 AM

RELIGIOUS ACTIVITIES

The college is a tax-supported institution and teaches no creed in its classrooms. However, several religious activities are provided by religious clubs and organizations.

STUDENT UNION

The Student Union Buildings on the Utica, Raymond, and Rankin campuses house a variety of services and facilities. In each case the Publications Office, meeting rooms, Post Office and a lounge area for receptions and other functions are included.

A recreation room is located in the Student Union on the Utica Campus while similar facilities are located in other buildings on the Raymond Campus. The Campus Police Headquarters is located in the Student Union on the Raymond Campus. On the Utica Campus, the Campus Police Headquarters is located in a building adjacent to the Student Union.

SOCIAL LIFE

A variety of social functions are sponsored by student organizations at each of the Hinds Community College facilities. (See the **Student Handbook** for full details.) The resident campuses have the most diversified programs since students in residence are more available to participate. Activities are publicized through student newspapers as well as through campus bulletins and message boards.

HEALTH SERVICES

Health Services are available from local physicians in each location where Hinds Community College teaches classes. The college does not operate a student health service and is not responsible for any medical expenses students may incur. The college police, residence managers, housing directors, Dean of Students, directors (personnel available) will assist a student to gain medical emergency assistance. The student and their spouse or parents are responsible for payment of all medical and emergency services provided for the student.

The college may make available the opportunity for students to subscribe to an accident and a health insurance policy. It is the students and their parents' decision to purchase insurance. Claim forms can be picked up from the Dean of Students at Raymond and Utica, from the Dean's Office at Jackson Campus-Academic/Technical Center, Nursing/Allied Health Center, Rankin Campus and Vicksburg-Warren County Branch.

STUDENTS WITH DISABILITIES

Hinds Community College seeks to comply with the letter, intent and spirit of the law of Americans with Disabilities Act of 1990. We invite any faculty, staff or student who has a disability which requires special assistance to bring it to the attention of the college.

Facilities, services and activities of the college are made fully accessible to students with disabilities. A full-time counselor has been assigned to work with these students to determine their particular needs.

The following services are available to students with disabilities:

1. Wheelchair ramps, elevators, and restrooms are provided in instructional buildings and libraries. (At all locations)
2. Special parking areas are designated for handicapped students, employees, and visitors. (At all locations)
3. Wheelchair ramps, elevators, and rest rooms are provided in residence halls. (At Raymond and Utica Campuses)
4. Telecommunication devices (TDD), decoders for closed captioned TV viewing, flashing fire alarms and doorbells, and interpreters are provided for deaf and hard of hearing students. (At Raymond Campus)
5. Special assistance is given to the visually impaired by the provision of readers, part-time guides, various library visual aid interpreting equipment, including braille textbooks, tape textbooks, Visual Tech, and braille typewriters. (At Raymond Campus)
6. The Student Support Department provides tutorial and other support services for a number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. (At Raymond and Utica Campuses)

ID CARD

An ID card is issued to each student as part of the registration process. No charge is made for the first card issued. The ID card must have a new validation sticker affixed to it each semester to be valid. The replacement cost for a lost ID card will be $5.00. There is an additional charge for a new meal ticket decal. Thus a new ID will cost $5.00 and a food decal $10.00 for a total replacement cost of $15.00. The ID card must be surrendered to any College official upon request. The ID card serves the student in many ways and must be in the student's possession at all times. The card is needed for the following purposes:

1. Admission to on-campus, College sponsored activities and to the Student Union Building. For proof that person is a current student.
2. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Junior College Conference at student rates.
3. Identification at Business Office, Campus Bookstore, Financial Aid Office, Campus Police Office, Campus Residence Hall, Library and Cafeteria.
4. Securing a copy of the College yearbook.

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Hinds Community College promotes and provides for students a wide variety of activities, organizations and four student publications. These groups include religious, social, service, academic and interest orientations to meet student needs.

Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership and social poise. The activities, organizations and publications are listed according to availability at a respective campus, branch or center. (See complete listings in the **Student Handbook**.)

INTERCOLLEGIATE ATHLETICS

Hinds Community College is a member of the Mississippi Junior College Athletic Association and National Junior College Athletic Association. Varsity athletics at the Raymond Campus include: Football, Baseball, Golf, Softball, Track and Soccer. Varsity Athletics at the Utica Campus include: Men's and Women's Basketball, Baseball, Men's and Women's Tennis. For more information please see the **Student Handbook.**

IV
Academic Programs and Course Descriptions

ACADEMIC PROGRAMS OF STUDY

Academic students are those who schedule course work to meet requirements for graduation from Hinds Community College with an Associate of Arts Degree (AA) and/or to transfer course work to a senior college in pursuit of a baccalaureate degree. An academic student may earn an Associate of Arts Degree in one of two ways:

1. Complete the General Program of Study as listed in this catalog.

   OR

2. Complete the first two years of any baccalaureate program of study found in any four year college or university catalog which has become effective since the student began his college studies.

Students who plan to enter Mississippi public universities should be aware of the transfer requirements that will apply in their particular cases. These requirements vary with age, ACT score and choice of school. For example, a student whose ACT composite score is below a university's minimum must complete the transfer core with a C average before enrolling at that university. This core is:

English Composition I and II	6 SH
College Algebra (MAT 1313) or higher	3 SH
Laboratory Science	6 SH
Transferable Electives	9 SH
	24 SH

Generally, one-half of the hours required for a bachelor's degree may be transferred from a community college and applied to that degree at a four-year college or university. Hinds Community College maintains a close working relationship with all Mississippi senior colleges to insure that all academic courses which are intended to transfer will do so.

Because of the wide variety of program requirements among the senior colleges to which Hinds academic students transfer, this catalog does not contain specific academic programs. Instead, listed below are some of the program areas that a student may pursue at Hinds.

Accountancy
Accounting
Agriculture
- Agribusiness
- Agricommunication
- Agricultural Economics
- Agricultural Education
- Agricultural Engineering
- Agronomy
- Animal Science
- Dairy Science
- Entomology
- Food Science & Human Nutrition
- Horticulture
- Landscape Architecture
- Pest Management
- Plant Pathology and Weed Science
- Poultry Science

American Studies
Anthropology
Architecture*
Architectural Engineering Technology
Art
Biochemistry
Biology
Biomedical Sciences
Broadcast Journalism
Business Administration
- Advertising
- Finance
- General Business
- Management
- Marketing

Business Education
Chemistry
Child Development
Clothing and Textiles
Environmental Health
Environmental Science
Family & Human Development
Family Life Studies
Fashion Merchandising
Foods and Nutrition
Food Science Technology
Foreign Languages
Forensic Science
Forestry
Geography
Geology*
Health, P.E. & Recreation
History
Home Economics
Hotel & Restaurant Administration
Industrial Arts Education
Industrial Technology
Institutional Management
Interior Design
International Studies
Journalism
Law Enforcement
Liberal Arts
Library Science
Linguistics
Mass Communications
Mathematics
Medical Records Administration
Medical Technology (Transfer)
Meteorology
Microbiology
Music (Brass, Guitar, Organ, Percussion, Piano, Woodwinds, Strings, Voice)
Nursing (Transfer)
Office Administration

Coaching & Sports Administration
Commercial Aviation
Communications
Community & Regional Planning
Computer Engineering Technology
Computer Science
Construction Engineering Technology
Court Reporting
Criminal Justice
Dietetics
Distributive Education
Economics
Education of the Deaf
Educational Psychology
Elementary Education
Engineering
Aerospace
Agricultural
Architectural
Biological
Chemical
Civil
Computer
Electrical
Geological
Industrial
Mechanical
Nuclear
Petroleum
Engineering Technology
English
Paralegal Studies
Philosophy
Physics & Astronomy
Political Science
Polymer Science
Psychology
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Science
Public Administration
Radio, T.V., and Film
Reading
Recreation
Religious Studies
Secondary Education
Social Science
Sociology
Social Work
Southern Studies
Speech
Theatre
Transportation
Urban Studies
Wildlife and Fisheries
Wood Science and Technology
Zoology

*First Year Only

GENERAL PROGRAM OF STUDY

(Includes Mississippi Public University Core Curriculum)

English*	12 SH
College Algebra (MAT 1313) or higher	3 SH
Laboratory Science**	6 SH
History	6 SH
Fine Arts***	3 SH
Physical Education, Military Science or Marching Band	2 SH
Electives****	32 SH
	64 SH

*English Composition I and II or honors equivalent (ENG 1113, 1123 or 1213, 1223) AND six semester hours of literature. ENG 1103 or 1203 will not satisfy this requirement.

**Any AGR, BIO, CHE, GLY, or PHY courses which include the equivalent of a minimum of two semester hours (four contact hours) of laboratory experience. Some four-year colleges or universities have more stringent requirements.

***As approved by academic program advisor or counselor. Acceptable courses include those in ART, MUA, MUS, and SPT (SPT 1213 or higher numbered theatre courses). Some four-year colleges or universities will not accept applied courses in art and music as meeting the fine arts requirement.

****Notes:

(1) Electives may be chosen from any of the following academic areas:

(ACC) Accounting
(AGR) Agriculture
(ART) Art
(BIO) Biology
(BAD) Business Administration
(CHE) Chemistry
(COM) Communication
(CSC) Computer Science
(COE) Cooperative Education
(CRJ) Criminal Justice
(ECO) Economics
(HPR) Health, P.E. & Recreation
(HIS) History
(HEC) Home Economics
(IED) Industrial Education
(JOU) Journalism
(MAT) Mathematics
(MSC) Military Science
(MFL) Modern Language
(MUA,MUO,MUS) Music
(PHI) Philosophy & Bible
(PHY) Physics

(EDU) Education
(EGR) Engineering
(ENG) English
(GEO) Geography
(GLY) Geology
(GRA) Graphics
(PSC) Political Science
(PSY, EPY) Psychology
(REA) Reading
(SOC) Sociology
(SPT) Speech & Theatre

(2) Technical courses may be used as electives if approved by the academic program adviser or counselor.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education and Placement. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of day.

Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. This course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341 or 857-3384.

CRIMINAL JUSTICE

The Criminal Justice program of study leads to the AAS degree and prepares the student to fill a position in a municipal, state, or federal law enforcement agency. An alternate sophomore year prepares the student to work in various areas of industrial security.

FRESHMAN

ENG	1113, 1123	English Composition I & II	6
		PE, Military Sci or March Band	2
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SOC	2113	Introduction to Sociology	3
SOC	2133	Social Problems	3
CRJ	1313	Introduction to Criminal Justice	3
CRJ	2333	Criminal Investigation	3
CRJ	2413	Law of Evidence	3
			29

SOPHOMORE
Officer Training

PSY	1513, 1523	General Psychology I & II	6
SPT	1113	Oral Communication	3
*		Math or Science	3

12 semester hours chosen from the following courses:

CRJ	1323	Police Administration & Organization	3
CRJ	1363	Corrections	3
CRJ	1383	Criminology	3
CRJ	2313	Police Operations	3
CRJ	2393	Criminalistics	3
CRJ	2513	Law Enforcement and the Juvenile	3
HPR	2213	First Aid	3
**		Electives	6
			33

SOPHOMORE

Officer Training

PSY	1513, 1523	General Psychology I & II	6
SPT	1113	Oral Communication	3
		Math or Science	3
BAD	2413	Legal Environment of Business	3
CSC	1113	Introduction to Computer Concepts	3
HPR	2213	First Aid	3
CRJ		Loss Prevention	3
CRJ		Assets Protection	3
CRJ		Hospital Security	3
CRJ		Computer Security	3
			33

* MAT 1313 (or higher) or BOT 1313 or Laboratory Science

**Selected with approval of program adviser

NURSING SCIENCE
ASSOCIATE DEGREE PROGRAM IN NURSING

NOTE: For selection to the Associate Degree Program In Nursing see the criteria section of this catalog.

SUMMER

BIO	2513	Human Anatomy & Physiology I	3
BIO	2511	Human Anatomy & Physiology Lab I	1
BIO	2523	Human Anatomy & Physiology II	3
BIO	2521	Human Anatomy & Physiology Lab II	1
			8

Freshman

First Semester

NUR	1118	Nursing Science I	
		(Prerequisite BIO 2514 & 2524)	8
NUR	1211	Nursing Drugs & Calculations	1
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			15

Second Semester

NUR	1129	Nursing Science II	
		Prerequisite NUR 1118)	9
PSY	1523	General Psychology II	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communications	3
			18

Sophomore

First Semester

NUR	2112	Nursing Science III	
		(Prerequisite NUR 1129)	12
BIO	2923	Microbiology	3
BIO	2921	Microbiology Lab	1
			16

Second Semester

NUR	2122	Nursing Science IV	
		(Prerequisite NUR 2112)	12
SOC	2113	Introduction to Sociology	3
			15

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1113 Secretarial Accounting **3 SH**

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1113 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. (3 hr lecture)

ACC 1213 Principles of Accounting I **3 SH**

Meaning and purpose of accounting, emphasizing the accounting cycle, special journals, notes and interest, inventories, accruals and deferrals, internal control, payrolls, and partnerships. Applicable to the applied science requirements in the Business Technology program. (3 hr lecture)

ACC 1223 Principles of Accounting II **3 SH**

(Prerequisite: ACC 1213) Second semester course in the fundamentals of accounting practice for corporations, cost accounting, and financial statement analysis and evaluation. (3 hr lecture)

AGRICULTURE

AGR 1111 Survey of Agriculture **1 SH**

A study of the overall function, organization and operation of the agricultural industry in the United States and the world.

AGR 1214 Animal Science **4 SH**

Origin, history characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

AGR 1313 Plant Science **3 SH**

Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 Farm Machinery **3 SH**

Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1521 Forest Resources Survey **1 SH**

A survey of the professional resource manager's role and career opportunities in providing forest-based goods and services.

AGR 2223 Feeds and Feeding **3 SH**

Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2253 Livestock Judging **3 SH**

Scoring of individual and judging of represented groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 Basic Soils **4 SH**

Study of the foundation of soils, analysis of soils, correction of soil problems, the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2333 Soil Management and Conservation **3 SH**

A study of soil management and conservation in relation to the needs of Mississippi agriculture. (3 hr lecture)

AGR 2713 Principles of Agriculture Economics **3 SH**

General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture)

ART

ART 1113 Art Appreciation **3 SH**
(Understanding the Visual Arts)

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)

ART 1213 Introductory Art **3 SH**
(Art Survey)

A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hrs directed lab)

ART 1242 Inventive Crafts **2 SH**

A survey of art-craft ideas and production methods. Emphasis on creative invention. (1 hr lecture, 2 hr studio)

ART 1313 Drawing 1 **3 SH**

Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using crayon, ink, pencil and charcoal. (6 hr lecture studio)

ART 1323 Drawing II **3 SH**

(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of selected matter and use of wet media. (6 hr lecture studio)

ART 1413 Design I **3 SH**

Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)

ART 1423 Design II **3 SH**

(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)

ART 1811 Exhibition Class I **1 SH**

(Prerequisite: Permission of the instructor) An introduction to gallery management. Experience in scheduling exhibitions, hanging shows, designing brochures, and planning receptions.

ART 1821 Exhibition Class II **1 SH**

(Prerequisite: Exhibition Class I and permission of the instructor.) A continuation in the study of gallery management. Further experience in scheduling exhibitions, hanging shows, designing brouchures, and planning receptions.

ART 1913 Art for Elementary Teachers **3 SH**

Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media.

ART 2333 Printmaking I **3 SH**

(Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr studio)

ART 2353 Figure Drawing I **3 SH**

(Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)

ART 2363 Figure Drawing II **3 SH**

(Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

ART 2513 Painting I **3 SH**

(Prerequisite: ART 1323 and 1423) Introduction to painting principles and techniques. (6 hr lecture studio)

ART 2522 Painting II **2 SH**

(Prerequisite: ART 2513) Advanced problems in different media. (1 hr lecture/2 hrs studio)

ART 2533 Watercolor (Painting III) **3 SH**

Prerequisite: ART 1323 and 1413) Introduction to watercolor painting. Emphasis on preparation of materials, selection of subject matter, and development of individual techniques. (6 hr lecture studio)

ART 2613 Ceramics I **3 SH**

Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio)

ART 2623 Ceramics II **3 SH**

(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio)

ART 2633 Basic Sculpture Techniques I **3 SH**

Emphasis on modeling clay with introductions to carving and assemblage techniques.

ART 2713 Art History I **3 SH**

Survey course. Prehistoric to Renaissance. Open to all students. (3 hr lecture)

ART 2723 Art History II **3 SH**

Renaissance to Twentieth Century. Open to all students. (3 hr lecture)

ART 2913 Special Studio **3 SH**

(Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty) Independent study in an area of special interest. Course designed for the exceptional student. (6 hr studio)

BIOLOGY

NOTE: Each biology lecture class must be accompanied by a corresponding laboratory class unless the student has previously earned credit in the laboratory, either at Hinds or elsewhere. Any student withdrawing from either lecture or laboratory must withdraw from both at the same time except during the last week of the drop period.

BIO 1131 General Biology Laboratory I **1 SH**

(Co-requisite BIO 1132) Laboratory to accompany BIO 1132. (2 hr lab)

BIO 1132 General Biology I **2 SH**

(Co-requisite BIO 1131) Basic principles of biological science dealing specifically with cell chemistry, structure and metabolism, and a survey of animal organ systems. (2 hr lecture)

BIO 1141 General Biology Laboratory II **1 SH**

(Co-requisite BIO 1142) Laboratory to accompany BIO 1142. (2 hr lab)

BIO 1142 General Biology II **2 SH**

(Co-requisite BIO 1141) Basic principles of genetics, survey of structure and diversity of the five kingdoms, and ecology. (2 hr lecture)

BIO 1311 Botany Laboratory I **1 SH**

(Co-requisite BIO 1313) Laboratory to accompany BIO 1313. (2 hr lab)

BIO 1313 Botany I **3 SH**

Introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture)

BIO 1321 Botany Laboratory II **1 SH**

(Co-requisite BIO 1323) Laboratory to accompany BIO 1323. (2 hr lab)

BIO 1323 Botany II **3 SH**

Plant reproduction and genetics. Algae, fungi, bacteria, mosses, ferns and related plants are studied. (3 hr lecture)

BIO 2311 Dendrology Laboratory **1 SH**

(Co-requisite BIO 2312) Laboratory to accompany BIO 2312. (3 hr lab)

BIO 2312 Dendrology **2 SH**

(Prerequisite: BIO 1313) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture)

BIO 2411 Zoology Laboratory I **1 SH**

(Co-requisite BIO 2413) Laboratory to accompany BIO 2413. (2 hr lab)

BIO 2413 Zoology I **3 SH**

Biological principles of animals integrated with a phylogenetic approach to invertebrates. (3 hr lecture)

BIO 2421 Zoology Laboratory II **1 SH**

(Co-requisite: BIO 2423) Laboratory to accompany BIO 2423. (2 hr lab)

BIO 2423 Zoology II **3 SH**

(Prerequisite: BIO 2413, Co-requisite BIO 2423) A continuation of BIO 2413 with emphasis on vertebrates. (3 hr lecture)

BIO 2511 Human Anatomy & Physiology Lab I **1 SH**

(Co-requisite BIO 2513) Laboratory to accompany BIO 2513. (2 hr lab)

BIO 2513 Human Anatomy and Physiology I **3 SH**

(Prerequisite: High school biology recommended, Co-requisite BIO 2511) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture)

BIO 2521 Human Anatomy & Physiology Lab II **1 SH**

(Co-requisite BIO 2523) Laboratory to accompany BIO 2523. (2 hr lab)

BIO 2523 Human Anatomy and Physiology II **3 SH**

(Prerequisite: BIO 2513, Co-requisite BIO 2521) Sense organs, endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems with special emphasis on fluid and electrolyte balance. (3 hr lecture)

BIO 2921 Microbiology Laboratory **1 SH**

(Co-requisite BIO 2923) Laboratory to accompany BIO 2923. (2 hr lab)

BIO 2923 Microbiology **3 SH**

(Prerequisite: BIO 1132 or equivalent) General basic principles of micro-biology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, rickettsiae, bacteria, and other microscopic parasites. (3 hr lecture)

BUSINESS ADMINISTRATION

BAD 1113 Introduction to Business **3 SH**

This course includes an introduction to the major division of study that will be followed in succeeding business courses such as business organization, accounting, business law, and other related courses. (3 hr lecture)

BAD 1313 Business Mathematics **3 SH**

Emphasis is placed on the study of the fundamental process, fractions, decimals, percentage, and problem-solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. (3 hr lecture)

BAD 2323 Business Statistics **3 SH**

(Prerequisite: MAT 1313) Introduction to descriptive and inferential statistics. Methods of describing and summarizing numerical data, probability, index numbers, time series, sampling distributions and hypothesis testing.

BAD 2413 Legal Environment of Business **3 SH**

Fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. (3 hr lecture)

BAD 2533 Business Management & Microcomputer **3 SH**

(Prerequisite: ACC 1213 or Corequisite ACC 1213) An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base management word processing, computerized accounting, data entry and retrieval, records management, and electronic communication.

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. If the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived.

CHE 1211 General Chemistry Laboratory I **1 SH**

(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)

CHE 1213 General Chemistry I **3 SH**

(Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent and one unit of high school chemistry or credit in CHE 1313) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to atomic structure, chemical bonding, kinetics, properties, and physical properties of gases. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 General Chemistry Laboratory II **1 SH**

(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)

CHE 1223 General Chemistry II **3 SH**

(Prerequisite: CHE 1213. Co-requisite: CHE 1221) Special attention is given to kinetics, equilibrium, solution chemistry, properties and reaction of acids and bases, and redox. (3 hr lecture)

CHE 1311 Principles of Chemistry Laboratory I **1 SH**

(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 Principles of Chemistry I **3 SH**

(Prerequisite: one unit of high school algebra or credit or registration in MAT 1233 or its equivalent. Co-requisite: CHE 1311) Lectures, demonstrations, films and quizzes. Properties of matter and applications of inorganic principles. Serves as the prerequisite course to CHE 1413 and CHE 1213. Primarily for home economics, agriculture, nursing and allied health majors. (3 hr lecture)

CHE 1321 Principles of Chemistry Laboratory II **1 SH**

(Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture (3 hr lab)

CHE 1323 Principles of Chemistry II **3 SH**

(Prerequisite: CHE 1313. Co-requisite: CHE 1321) This course is primarily for students in home economics, agriculture, and physical education. It is not accepted for physical science majors or for pre-med, engineering, pre-pharmacy, pre-dental, or biological science majors. The course material will emphasize the chemistry of life, environmental and resource implication of chemistry, and the relation of chemistry to consumer material. (3 hr lecture)

CHE 1411 Introductory Organic and Biochemistry Laboratory **1 SH**

(Co-requisite: CHE 1413) Selected laboratory procedures to illustrate the principles taught in lecture. Emphasis is placed on separation techniques and properties of functional groups. (3 hr lab)

CHE 1413 Introductory Organic and Biochemistry **3 SH**

(Prerequisite: CHE 1313 or CHE 1213, Co-requisite: CHE 1411) An introductory course on the fundamental properties of organic compounds including carbohydrates, proteins, and lipids. (3 hr lecture)

CHE 2421 Organic Chemistry Laboratory I **1 SH**

(Co-requisite: CHE 2423) Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (3 hr lab)

CHE 2422 Organic Chemistry Laboratory I **2 SH**

(Co-requisite: CHE 2423) This laboratory course illustrates the principles taught in lecture. Experiments include separation and purification techniques, reactions and properties of aliphatic compounds, natural product isolation, and spectroscopic analysis. (6 hr lab)

CHE 2423 Organic Chemistry I **3 SH**

(Prerequisite: CHE 1223-1221. Co-requisite: CHE 2421 or CHE 2422) A systematic study of aliphatic compounds: nomenclature, reaction mechanisms, syntheses, and spectroscopic analysis. (3 hr lecture)

CHE 2431 Organic Chemistry Laboratory II **1 SH**

(Co-requisite: CHE 2433) This course involves experiments with the classes of organic compounds covered in the lecture course. (3 hr lab)

CHE 2432 Organic Chemistry Laboratory II **2 SH**

(Co-requisite: CHE 2433 This course involves experiments with the classes of organic compounds covered in the lecture courses. Special emphasis is placed on qualitative analysis. (6 hr lab)

CHE 2433 Organic Chemistry II **3 SH**

(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) This course includes nomenclature, syntheses, mechanisms, and reactions of aromatic compounds, alcohols, ethers, amines, and carbonyl compounds. (3 hr lecture)

CHE 2623 Introduction to Clinical Pharmacology **3 SH**

(Prerequisite: BIO 2514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in introduction to clinical medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)

COMMUNICATIONS

COM 2483 Mass Communications **3 SH**

A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the roll of mass media in his life and society. (3 hr lecture)

COMPUTER SCIENCE

CSC 1113 Introduction to Computer Concepts **3 SH**

A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages.

CSC 1213 BASIC Computer Programming 3 SH

Fundamentals of BASIC programming including aspects of scientific and business BASIC. Program statements, algorithms, and routines common to a wide variety of BASIC languages. Application to both minicomputers and large systems.

CSC 1313 FORTRAN Programming and Application 3 SH

A course primarily for mathematics, engineering, and science majors. Emphasis on the structure of the FORTRAN language and its application to problems in mathematics, engineering and the sciences.

CSC 1613 Computer Programming - PASCAL I 3 SH

(Prerequisite: MAT 1313, CSC 1113 or CSC 1213) Problem solving methods, algorithm development, debugging, documentation and applications in the PASCAL language.

CSC 2133 Advanced Computer Programming "C" 3 SH

(Prerequisite: Previous programming experience) A beginning course in "C" programming language. Topics include input/output processing, data structures, string manipulation, and other primary coding structures. (3 hr lecture)

CSC 2413 Introduction to COBOL Programming 3 SH

Includes file structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations.

CSC 2543 Advanced Computer Programming 3 SH

An introduction to computer architecture, hardware, software, and programming in an assembly language.

CSC 2623 Computer Programming - PASCAL II 3 SH

(Prerequisite: CSC 1613) Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of large programs.

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week.

30 hours or more 3 SH
20-29 hours 2 SH
15-19 hours 1 SH
To be offered on a TBA basis

COE 1011-1013 Cooperative Education Work Experience I 1-3 SH

First supervised work experience is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and Placement and department chairperson.

COE 1021-1023 Cooperative Education Work Experience II 1-3 SH

(Prerequisite: COE 1011-1013) Second supervised work experience

COE 1031-1033 Cooperative Education Work Experience III 1-3 SH

(Prerequisite: COE 1021-1023) Third supervised work experience

COE 1041-1043 Cooperative Education Work Experience IV 1-3 SH

(Prerequisite: COE 1031-1033) Fourth supervised work experience

COE 1050, 1060 1070, 1080 Cooperative Education Work Experience V - VII 0 SH

(Prerequisite: COE 1041-1043)

CRIMINAL JUSTICE

CRJ 1313 Introduction to Criminal Justice 3 SH

History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

CRJ 1323 Police Administration and Organization 3 SH

Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

CRJ 1363 Introduction to Correction 3 SH

A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)

CRJ 1383 Criminology **3 SH**

Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

CRJ 2243 Riot Control **3 SH**

Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

CRJ 2313 Police Operations **3 SH**

Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

CRJ 2323 Criminal Law **3 SH**

Local, state, and federal laws; their development, application, and enforcement (3 hr lecture)

CRJ 2333 Criminal Investigation **3 SH**

Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)

CRJ 2393 Criminalistics **3 SH**

Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)

CRJ 2413 Administration of Criminal Justice I **3 SH**

Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)

CRJ 2513 Law Enforcement and the Juvenile **3 SH**

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)

CRJ 2941 Motor Vehicle Theft Seminar **1 SH**

State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

CRJ 2971 Accident Investigation Seminar **1 SH**

State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

CRJ 2991 Police Management and Leadership Seminar **1 SH**

Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

ECONOMICS

ECO 1133 Consumer Economics **3 SH**

Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in the Business Technology program. (3 hr lecture)

ECO 2113 Principles of Economics I (Macroeconomics) **I 3 SH**

Introduction to economic principles, problems and policies with emphasis on the level of national income, employment, and prices. (3 hr lecture)

ECO 2123 Principles of Economics II (Microeconomics) **3 SH**

(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price and distribution theory under various degrees of competition. (3 hr lecture)

EDUCATION

EDU 1103 Essential College Skills I **3 SH**

This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)

EDU 1203 Essential College Skills II **3 SH**

A continuation of EDU 1103. (3 hr lecture)

EDU 1211 Self Affirmation **1 SH**

Processes, activities, information to assist people to become more aware of their strengths and to improve their self concepts. (2 hr lecture)

EDU 1222 Human Development **2 SH**

Topics include a variety of subjects designed to bring out the natural skills of the individual.

EDU 1311 Orientation **1 SH**

This course is designed to help freshman to adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life.

EDU 1321 Career Exploration **1 SH**

To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

EDU 1413 Improvement of Study **3 SH**

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

EDU 1613 Foundations in Education **3 SH**

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Field experience required. Opportunities provided for observation in the classroom. (3 hr lecture)

EDU 1811 Leadership and Organization Skills I **1 SH**

(Prerequisite: Student government senator or permission of instructor) A study of leadership styles and skills, roles and functions of officers of student organizations, parliamentary procedure, communication, conducting effective meetings, and working successfully with volunteers.

EDU 1813 Leadership Development **3 SH**

Provides a basic understanding of leadership and group dynamics theory and assists students in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. (3 Hour Lecture)

EDU 1821 Leadership and Organization Skills II **1 SH**

(Prerequisite: EDU 1811) Continued study of EDU 1811; ice breakers; traits of members and joiner; non-verbal communication; role functions in groups; time management; stress management; role of constitution; Meyers Briggs type indicator; planning and goal setting; passing the gavel.

EDU 1831 Leadership and Organization Skills III **1 SH**

(Prerequisite: EDU 1811, 1821) Continued study of EDU 1811, EDU 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; nominal group technique, consensus, force field analysis, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; assist teacher with exercises; serves as officer/chairman of student government committee.

EDU 2613 Introduction to Secondary Education **3 SH**

Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools.

ENGINEERING

EGR 2413 Engineering Mechanics **3 SH**

(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

ENGLISH

ENG 1103 Basic Studies in English **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 1; Utica Campus requires Placement Stanine 2 or below) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills writing sentences and paragraphs with a review of mechanics, sentence patterns, and correct usage. Institutional credit only.

ENG 1113 English Composition I **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II **3 SH**

(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 Fundamentals of Composition **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 2; Utica Campus requires "C" in ENG 1103) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only.

ENG 1213 Honors Composition I **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II **3 SH**

(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writing. (3 hr lecture)

ENG 2333 English Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writings.

ENG 2353 Honors English Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have a least a B average in Freshman Composition. A study of English literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 World Literature I **3 SH**

(Prerequisite: ENG 1123) Representative writers of the world, beginning with the Antiquities of the Orient, Greece, and Rome. Additional periods are the Middle Ages, the Renaissance, and Neoclassicism/Enlightenment. Activities are cross-cultural and cross curricular. (3 hr lecture)

ENG 2433 World Literature II **3 SH**

(Prerequisite: ENG 2423) Representative writers of the world from 1750 to the present, including Romanticism, Realism and Naturalism, and Modernism. Activities are cross-cultural and cross curricular. (3 hr lecture)

ENG 2913 Occupational Writing **3 SH**

(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing **3 SH**

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

GEOGRAPHY

GEO 1123 Introduction to Geography **3 SH**

With a national basis, a broad survey of cultural, political, economic, and physical geography; social and environmental problem areas of the world; place-name studies; films, readings, and discussions; quizzes and written reports. (3 hr lecture)

GEOLOGY

GLY 1111 Physical Geology Laboratory **1 SH**

Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 Physical Geology **3 SH**

Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 Historical Geology Laboratory **1 SH**

(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required of geology majors. (2 hr lab)

GLY 1123 Historical Geology **3 SH**

Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

GRA 1113 Mechanical Drawing I **3 SH**

The use of instruments, geometric construction, orthographic projections, sectional views and lettering.**

GRA 1123 Mechanical Drawing II **3 SH**

(Prerequisite: GRA 1113) Auxiliary views, dimensioning isometric projections, oblique drawings, and fasteners.**

GRA 1143 Graphic Communications **3 SH**

Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. Introduction to CAD.*

GRA 1153 Visualization and Graphic Design **3 SH**

(Prerequisite: GRA 1143 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. Further study and use of CAD systems.*

* For Engineering Students
** For Industrial Arts Students

HEALTH, PHYSICAL EDUCATION, RECREATION

HPR 1111 General P.E. Activities I **1 SH**

This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1121 General P.E. Activities II **1 SH**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1213 Personal and Community Health I **3 SH**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies.(3 hr lecture)

HPR 1223 Personal and Community Health II **3 SH**

A continuation of HPR 1213. (3 hr lecture)

HPR 1231 Aspects of Drug Use **1 SH**

A survey course dealing with the historical background of drugs. Analysis of the various categories of drugs.

HPR 1241 Aspects of Drug Use II **1 SH**

(Prerequisite: HPR 1231) A continuation of HPR 1231.

HPR 1313 Introduction to Health, Physical Education and Recreation **3 SH**

Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1531 Individual and Dual Sports I **1 SH**

Lecture and practice in tennis.

HPR 1541 Individual and Dual Sports II **1 SH**

Lecture and practice in tennis.

HPR 1551 Law Enforcement Fitness I **1 SH**

Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

HPR 1561 Law Enforcement Fitness II **1 SH**

Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester.

HPR 1571 Dance I **1 SH**

Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1581 Dance II **1 SH**

Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2111 General P.E. Activities III **1 SH**

This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2121 General P.E. Activities IV **1 SH**

This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2213 First Aid **3 SH**

Instruction and practice in methods prescribed in the American Red Cross standard First Aid. (3 hr lecture)

HPR 2221 Water Safety and Lifesaving **1 SH**

(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)

HPR 2323 Recreation Leadership **3 SH**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 Football Theory **3 SH**

(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 Basketball Theory **3 SH**

(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 Athletic Training and Treatment of Injuries **3 SH**

Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)

HPR 2483 Track Theory **3 SH**

Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)

HPR 2531 Individual and Dual Sports **1 SH**

Lecture and practice in tennis.

HPR 2541 Individual and Dual Sports **1 SH**

Lecture and practice in tennis.

HPR 2571 Dance III **1 SH**

Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2581 Dance IV **1 SH**

Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HISTORY

HIS 1113 Western Civilization I **3 SH**

A general survey of European history from ancient times to 1660. (3 hr lecture)

HIS 1123 Western Civilization II **3 SH**

A general survey of European history from 1660 to present. (3 hr lecture)

HIS 1143 Honors Western Civilization I **3 SH**

Substitutes for HIS 1113. A general survey of European history from ancient times to 1660. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 1153 Honors Western Civilization II **3 SH**

Substitutes for HIS 1123. A general survey of European history from 1660 to the present. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 2213 American (US) History I **3 SH**

A general survey of U.S. history from discovery and exploration through reconstruction (1877). (3 hr lecture)

HIS 2223 American (US) History II **3 SH**

A general survey of U.S. history from 1877 to the present. (3 hr lecture)

HIS 2243 Honors American (US) History I **3 SH**

Substitutes from HIS 2213. A general survey of U.S. history from discovery and exploration through reconstruction (1877). Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2253 Honors American (US) History II **3 SH**

Substitutes for HIS 2223. A general survey of U.S. history from 1877 to the present. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HOME ECONOMICS

HEC 1112 Social Usage **2 SH**

The essentials of good manners and accepted standards of social usage. (2 hr lecture)

HEC 1213 Food Selection and Preparation **3 SH**

Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning. Preparation and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1241 Survey Course in Nutrition (Non-Majors) **1 SH**

The study of nutrition concepts relating to health and human wellness.
(1 hour lecture)

HEC 1253 Nutrition **3 SH**

Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)

HEC 2213 Meal Management **3 SH**

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

HEC 2813 Marriage and Family Living **3 SH**

Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women. (3 hr lecture)

INDUSTRIAL EDUCATION

IED 1123 General Shop **3 SH**

Designed to acquaint students with the organization and administration of general shop programs. Attention will be given to program planning, equipment selection and safety. (3 hr lecture)

IED 1213 Woodworking **3 SH**

A course designed to develop skills, knowledge and appreciation in the care and use of woodworking tools, materials, processes and products. Principles of construction by hand tools and machines processes are studied.

IED 1813 Basic Electricity and Electronics **3 SH**

This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes such studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)

JOURNALISM

JOU 1111 College Publications I **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1121 College Publications II **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1313 Principles of Journalism I **3 SH**

Fundamentals of newspaper writing, combined with actual working experience on the staff of the HINDSONIAN, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)

JOU 1323 Principles of Journalism II **3 SH**

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

JOU 2513 Beginning Photography **3 SH**

An introduction to the theory and history of photography. A study of the theory and practice of creating photographic visual images with small, medium, and large format cameras.

JOU 2523 Advanced Photography **3 SH**

(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and dark room techniques. Emphasis is placed on the composition and use of photography. Color film processing.

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and /or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the Counseling Office or the Mathematics Department.

MAT 1103 Basic Mathematics **3 SH**

(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)

MAT 1203 Elementary Algebra **3 SH**

(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)

MAT 1233 Intermediate Algebra **3 SH**

(Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents and polynomials, rational expressions, rational exponents and radicals; graphs of linear equations and systems of equations. (3 hr lecture)

MAT 1313 College Algebra **3 SH**

(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables, relations; functions and graphs; theory of equations; the binomial theorem; and other selected topics. (3 hr lecture)

MAT 1323 Trigonometry **3 SH**

(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 Finite Mathematics **3 SH**

(Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers and consumers' surplus, and mathematics of finance. (3 hr lecture)

MAT 1443 Mathematics for Teachers I **3 SH**

(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 Mathematics for Teachers II **3 SH**

(Prerequisite: MAT 1443) A continuation of Mathematics for Teachers I. Probability, statistics, geometry, and measurement. (3 hr lecture)

MAT 1513 Calculus for Business **3 SH**

(Prerequisite: MAT 1313, College Algebra) Differential and integral calculus with applications to business and life sciences. (3 hr lecture)

MAT 1613 Calculus I **3 SH**

(Prerequisite: credit for or registration in MAT 1313 and 1323 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentiation of algebraic and trigonometric functions; applications of derivatives. (3 hr lecture)

MAT 1623 Calculus II **3 SH**

(Prerequisite: MAT 1613) Antiderivatives; the definite integral; applications of definite integrals; transcendental functions; techniques of integration. (3 hr lecture)

MAT 1753 Liberal Arts Mathematics **3 SH**

(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)

MAT 1815 Calculus I* **5 SH**

(Prerequisite: MAT 1313, 1323) This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions.

MAT 1825 Calculus II* **5 SH**

(Prerequisite: MAT 1815) This course includes a study of conics, parametric equations, hyperbolic functions, indeterminate forms, the definite integral, methods of integration, applications of integration, solid analytical geometry, partial differentiation and applications, quadratic surfaces, centroids, double integral.

MAT 2113 Introduction to Linear Algebra **3 SH**

(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2413 Mathematics and Microcomputer **3 SH**

(Prerequisite: MAT 1623) An introduction to the use of microcomputer software programs to solve selected problems from College Algebra, Trigonometry, Calculus I-IV, Linear Algebra, and Differental Equations. (3 hr lecture)

MAT 2613 Calculus III **3 SH**

(Prerequisite: MAT 1623) Indeterminate forms; improper integrals; numerical methods; approximations; infinite series; conic sections; and polar coordinates. (3 hr lecture)

MAT 2623 Calculus IV **3 SH**

(Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture)

MAT 2913 Differential Equations **3 SH**

(Prerequisite: credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

***Utica Campus Only**

MILITARY SCIENCE

MSC 1111 Fundamentals of Leadership and Management I **1 SH**

An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab)

MSC 1121 Fundamentals of Leadership and Management II **1 SH**

A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab)

MSC 2112 Applied Leadership and Management I **2 SH**

A study of nuclear, biological and chemical weapons, tactical operations, and leadership (2 hr lecture, 1 hr lab)

MSC 2122 Applied Leadership and Management II **2 SH**

An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab)

MODERN LANGUAGE

NOTE: FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL REQUIRED HOURS TAKEN MUST BE IN THE SAME LANGUAGE.

THE FOUR-YEAR COLLEGES WILL NOT ALLOW CREDIT FOR THE FIRST SEMESTER OF THE ELEMENTARY COURSE OF ANY FOREIGN LANGUAGE UNTIL THE STUDENT HAS TAKEN AND PASSED THE SECOND SEMESTER FOR THE SAME LANGUAGE.

MFL 1113 Elementary French I **3 SH**

For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture)

MFL 1123 Elementary French II **3 SH**

(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills (3 hr lecture)

MFL 1213 Elementary Spanish I **3 SH**

For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture)

MFL 1223 Elementary Spanish II **3 SH**

(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture)

MFL 1313 Elementary German I **3 SH**

For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture)

MFL 1323 Elementary German II **3 SH**

(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture)

MFL 2113 Intermediate French I **3 SH**

(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture)

MFL 2123 Intermediate French II **3 SH**

(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture)

MFL 2213 Intermediate Spanish I **3 SH**

(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture)

MFL 2223 Intermediate Spanish II **3 SH**

(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture)

MFL 2313 Intermediate German I **3 SH**

(Prerequisite: MFL 1323 equivalent) Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture)

MFL 2323 Intermediate German II **3 SH**

(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture)

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice & Woodwinds)

BRASS

MUA 1111 Class Brass I **1 SH**

Lessons in rudiment of Brass instruments. (2 hr lab)

MUA 1121 Class Brass II **1 SH**

(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1141 Elective Brass I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1151 Elective Brass II **1 SH**

(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semester instruction. (1 hr practice daily)

MUA 1172 Music Ed. Brass I **2 SH**

(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hr practice daily)

MUA 1173 Brass Major I **3 SH**

(Prerequisite: Audition) First semester private instruction for Music Majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1182 Music. Ed. Brass II **2 SH**

(Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1183 Brass Major II **3 SH**

(Prerequisite: MUA 1173, or audition) Second semester private instruction for Music Majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2141 Elective Brass III **1 SH**

(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily)

MUA 2151 Elective Brass IV **1 SH**

(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester. (1 hr practice daily)

MUA 2172 Music Ed. Brass III **2 SH**

(Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2173 Brass Major III **3 SH**

(Prerequisite: MUA 1183 or audition) Third semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2182 Music Ed. Brass IV **2 SH**

(Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2183 Brass Major IV **3 SH**

(Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

GUITAR

MUA 1211 Class Guitar I **1 SH**

Lessons in rudiments of guitar. (2 hrs lab)

MUA 1221 Class Guitar II **1 SH**
(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hrs lab)

MUA 1241 Elective Guitar I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1251 Elective Guitar II **1 SH**
(Prerequisite: MUA 1241 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1272 Music Education Guitar I **2 SH**
(Prerequisite: MUA 1221 or audition) First semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 half-hour lessons per week, 2 hours practice daily)

MUA 1282 Music Education Guitar II **2 SH**
(Prerequisite: MUA 1272 or audition) Second semester private instruc-tion for music education majors and non-majors who meet the instructor's requirements. (2 half-hour lessons per week, 2 hours practice daily)

MUA 2241 Elective Guitar III **1 SH**
(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily)

MUA 2251 Elective Guitar IV **1 SH**
(Prerequisite: MUA 2241 or audition) Continuation of MUA 2241 or audition) Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily)

MUA 2272 Music Education Guitar III **2 SH**
(Prerequisite: MUA 1282 or audition) Third semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 half-hour lessons per week, 2 hours practice daily)

MUA 2282 Music Education Guitar IV **2 SH**
(Prerequisite: MUA 2272 or audition) Fourth semester private instruction for music education majors and non-majors who meet the instructor's requirements. (2 half-hour lessons per week, 2 hours practice daily)

ORGAN

MUA 1331 Elective Organ I **1 SH**
(Prerequisite: Piano Audition) First semester private instruction. (1 hr practice daily)

MUA 1341 Elective Organ II **1 SH**
(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily)

MUA 1362 Music Education Organ I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily.)

MUA 1372 Music Education Organ II **2 SH**
(Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1363 Organ Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1373 Organ Major II **3 SH**
(Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2331 Elective Organ III **1 SH**
(Prerequisite: MUA 1341 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2341 Elective Organ IV **1 SH**
(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily)

MUA 2362 Music Education Organ III **2 SH**
(Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements.
(2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2363 Organ Major III **3 SH**
(Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2372 Music Education Organ IV **2 SH**

(Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2373 Organ Major IV **3 SH**

(Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music majors. (2 - ½ hour lessons per week, 3 hours practice daily)

PERCUSSION

MUA 1411 Class Percussion I **1 SH**

Lessons in rudiment of percussion instrument. (2 hrs lab)

MUA 1421 Class Percussion II **1 SH**

(Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hrs lab)

MUA 1441 Elective Percussion I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1451 Elective Percussion II **1 SH**

(Prerequisite: MUA 1441 or audition) Continuation of MUA 1414. Second semester private instruction. Second semester. (1 hr practice daily)

MUA 1472 Percussion Education Major I **2 SH**

(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1473 Percussion Major I **3 SH**

(Prerequisite: Audition) First semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1482 Percussion Education Major II **2 SH**

(Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1483 Percussion Major II **3 SH**

(Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2441 Elective Percussion III **1 SH**

(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction (1 hr practice daily)

MUA 2451 Elective Percussion IV **1 SH**

(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441. Fourth semester private instruction. (1 hr practice daily)

MUA 2472 Percussion Education Major III **2 SH**

(Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2473 Percussion Major III **3 SH**

(Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2482 Percussion Education Major IV **2 SH**

(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2483 Percussion Major IV **3 SH**

(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors (2 - ½ hour lessons per week, 3 hrs practice daily)

PIANO

MUA 1511 Class Piano I **1 SH**

For students who have no previous keyboard experience. (2 hrs lab)

MUA 1521 Class Piano II **1 SH**

(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hrs lab)

MUA 1541 Elective Piano I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1551 Elective Piano II **1 SH**

(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction. (1 hr practice daily)

MUA 1572 Music Education Piano I **2 SH**

(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs. practice daily)

MUA 1573 Piano Major I **3 SH**

(Prerequisite: Audition) First semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1582 Music Education Piano II **2 SH**

(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1583 Piano Major II **3 SH**

(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2511 Class Piano III **1 SH**

(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hrs lab)

MUA 2521 CLass Piano IV **1 SH**

(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 Elective Piano III **1 SH**

(Prerequisite: MUA 1551 or audition) Continuation of MUA 1551. Third semester private instruction. (1 hr practice daily)

MUA 2551 Elective Piano IV **1 SH**

(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction. (1 hr practice daily)

MUA 2572 Music Education Piano III **2 SH**

(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2573 Piano Major III **3 SH**

(Prerequisite: MUA 1583 or audition) Third semester private instruction for Music majors. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2582 Music Education Piano IV **2 SH**

(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2583 Piano Major IV **3 SH**

(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

STRINGS

MUA 1611 Class Strings I **1 SH**

Lessons in rudiment of strings. (2 hrs lab)

MUA 1621 Class Strings II **1 SH**

(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hrs lab)

MUA 1641 Elective Strings I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1651 Elective Strings II **1 SH**

(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily)

MUA 1672 Music Education Strings I **2 SH**

(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1682 Music Education Strings II **2 SH**

(Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2641 Elective Strings III **1 SH**

(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction. (1 hr practice daily)

MUA 2651 Elective Strings IV **1 SH**

(Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily)

MUA 2672 Music Education Strings III **2 SH**

(Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2682 Music Education Strings IV **2 SH**

(Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily.)

VOICE

MUA 1711 Class Voice I **1 SH**

Lessons in the fundamental aspects of vocal arts. (2 hrs lab)

MUA 1721 Class Voice II **1 SH**

(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hrs lab)

MUA 1741 Elective Voice I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1751 Elective Voice II **1 SH**

(Prerequisite: MUA 1741 or audition) Second semester private instruc-tion. (1 hr practice daily)

MUA 1772 Music Education Voice I **2 SH**

(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1773 Voice Major I **3 SH**

(Prerequisite: Audition) First semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1782 Music Education Voice II **2 SH**

(Prerequisite: MUA 1772 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1783 Voice Major II **3 SH**

(Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2741 Elective Voice III **1 SH**

(Prerequisite: MUA 1751 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2751 Elective Voice IV **1 SH**

(Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2772 Music Education Voice III **2 SH**

(Prerequisite: MUA 1782 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2773 Voice Major III **3 SH**

(Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2782 Music Education Voice IV **2 SH**

(Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2783 Voice Major IV **3 SH**

(Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

WOODWINDS

MUA 1811 Class Woodwinds I **1 SH**

Lessons in rudiments of woodwind instruments. (2 hrs lab)

MUA 1821 Class Woodwinds II **1 SH**

(Prerequisite MUA 1811 or audition) Continuation of MUA 1811 (2 hrs lab)

MUA 1841 Elective Woodwinds I **1 SH**

(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1851 Elective Woodwinds II **1 SH**

(Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily)

MUA 1872 Music Education Woodwinds I **2 SH**

(Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1873 Woodwinds Major I **3 SH**

(Prerequisite: Audition) First semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 1882 Music Education Woodwinds II **2 SH**

(Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 1883 Woodwinds Major II **3 SH**

(Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2841 Elective Woodwinds III **1 SH**

(Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily)

MUA 2851 Elective Woodwinds IV **1 SH**

(Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2872 Music Education Woodwinds III **2 SH**

(Prerequisite: MUA 1882 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUA 2873 Woodwinds Major III **3 SH**

(Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2882 Music Education Woodwinds IV **2 SH**

(Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 - ½ hour lessons per week, 2 hrs practice daily)

MUA 2883 Woodwinds Major IV **3 SH**

(Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors. (2 - ½ hour lessons per week, 3 hrs practice daily)

MUSIC FOUNDATIONS

(HISTORY, LITERATURE, THEORY)

MUS 1113 Music Appreciation **3 SH**

(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture.

MUS 1123 Music Survey (Majors) **3 SH**

A listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

MUS 1133 Fundamentals of Music **3 SH**

Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion. (3 hr lecture)

NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

MUS 1214 Theory I **4 SH**

(Prerequisite: MUS 1133 or successful completion of Theory Placement Test and concurrent enrollment in band or choir and piano). Vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work and correlated aural dictation and sight-singing. Required of music majors. (3 hr lecture, 2 hr lab)

MUS 1224 Theory II **4 SH**

(Prerequisite: MUS 1214 and concurrent enrollment in band or choir, and piano) Continuation of MUS 1214. (3 hr lecture, 2 hr lab)

MUS 1910 Recital Class I **0 SH**

A performance class required of all music majors and minors.

MUS 1920 Recital Class II **0 SH**

A performance class required of all music majors and minors.

MUS 2214 Theory III **4 SH**

(Prerequisite: MUS 1224 and concurrent enrollment in band or choir and piano) Continuation of MUS 1224. (3 hr lecture, 2 hr lab)

MUS 2224 Theory IV **4 SH**

(Prerequisite: MUS 2214 and concurrent enrollment in band or choir and piano) Continuation of MUS 2214. (3 hr lecture, 2 hr lab)

MUS 2313 Music History I **3 SH**

(Prerequisite: MUS 1123 and 1224 and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture)

MUS 2323 Music History II **3 SH**

(Prerequisite: MUS 1123 and MUS 1224 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2513 Music for Children **3 SH**

A study of the fundamentals of music, sightreading and terminology.

MUS 2910 Recital Class III **0 SH**

A performance class required of all music majors and minors.

MUS 2920 Recital Class IV **0 SH**

A performance class required of all music majors and minors.

MUSIC ORGANIZATIONS
(BAND, STAGE BAND & CHOIR)

MUO 1111 Band I **1 SH**

(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)

MUO 1121 Band II **1 SH**

(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab)

MUO 1131 Small Instrumental Ensemble I **1 SH**

(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 1141 Small Instrumental Ensemble II **1 SH**

(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 1171 Stage Band I **1 SH**

(Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab)

MUO 1181 Stage Band II **1 SH**

(Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab)

MUO 1211 Choir I **1 SH**

(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)

MUO 1221 Choir II **1 SH**
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab)

MUO 2111 Band III **1 SH**
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab)

MUO 2121 Band IV **1 SH**
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab)

MUO 2131 Small Instrumental Ensemble III **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 2141 Small Instrumental Ensemble IV **1 SH**
(Prerequisite: Instructor's permission) Coached small ensemble which provides the student with exposure to the ensemble repertoire and performance experience with other musicians.

MUO 2171 Stage Band III **1 SH**
(Prerequisite: Audition) Continuation of MUO 1181. (3 hr lab)

MUO 2181 Stage Band IV **1 SH**
(Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab)

MUO 2211 Choir III **1 SH**
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab)

MUO 2221 Choir IV **1 SH**
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab)

NURSING

NUR 1113 Physical Assessment of Adults **3 SH**
(Prerequisite or Corequisite - NUR 1118 or Registered Nurse) A comprehensive and systematic approach to physical assessment. Emphasis is on the health history and techniques of inspection, palpation, percussion, and auscultation of the body systems. (3 hr lecture)

NUR 1118 Nursing Science I **8 SH**
(Prerequisite: BIO 1514 and 1524. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychosocial relationships and communication skills included. (4 hr lecture, 8 hr lab)

NUR 1129 Nursing Science II **9 SH**
(Prerequisite: Nursing Science I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (5 hr lecture, 8 hr lab)

NUR 1211 Nursing Drugs and Calculations **1 SH**
(Prerequisite: MAT 1103 or MATH Placement Level 2) Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, children's dosage, drug classifications, and abbreviations and symbols. Special attention is given to clinical work problems.

NUR 2112 Nursing Science III **12 SH**
(Prerequisite: Nursing Science II. Prerequisite or co-requisite: BIO 2924) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122 Nursing Science IV **12 SH**
(Prerequisite: Nursing Science III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr. lab)

PHILOSOPHY AND BIBLE

PHI 1113 Old Testament Survey **3 SH**

Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 New Testament Survey **3 SH**

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture)

PHI 2113 Introduction to Philosophy I **3 SH**

An introduction to systematic and philosophical thinking and study of significant figures and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to enhance one's own personal philosophy. (3 hr lecture)

PHI 2123 Introduction to Philosophy II **3 SH**

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2713 Logic **3 SH**

The principles and methods of sound reasoning with an emphasis on practical application. Areas of study will include induction, symbolic logic, language, critical thinking skills, and common fallacies of reasoning. (3 hr lecture)

PHYSICS

PHY 1113 Astronomy I **3 SH**

Solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. (3 hr lecture)

PHY 1123 Astronomy II **3 SH**

Continuation of PHY 1113. (3 hr lecture)

PHY 2213 Physical Science Survey I **3 SH**

Introduction to physical science for non-science majors, taught from a descriptive view point with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)

PHY 2223 Physical Science Survey II **3 SH**

Continuation of PHY 2213. A survey of chemistry, geology, and meteorology. (3 hr lecture)

PHY 2243 Physical Science Survey I **3 SH**

Designed for the non-technical students. A survey of laws of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253 Physical Science Survey II **3 SH**

Designed for the non-technical student. A survey of chemistry, meteorology, and geology. (2 hr lecture, 2 hr lab)

PHY 2313 Physics with Calculus I **3 SH**

(Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 Physics with Calculus II **3 SH**

(Prerequisite: PHY 2313, Prerequisite or co-requisite: MAT 1623) Laws of heat, sound, and light. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 Physics with Calculus III **3 SH**

(Prerequisite: PHY 2623. Prerequisite or co-requisite: MAT 2623) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 General Physics I **4 SH**

(Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently) Laws of mechanics, fluids, heat, and sound. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 General Physics II **4 SH**

(Prerequisite: PHY 2414) Continuation of PHY 2414. Laws of light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

POLITICAL SCIENCE

PSC 1113 American National Government **3 SH**

U. S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)

PSC 1123 American State and Local Government 3 SH

A study of the relationship between state and federal government and between states and their subdivisions, organizations, function and operation of executive, legislative, judiciary: election and suffrage generally, Mississippi particularly. (3 hr lecture)

PSC 2113 Comparative Government 3 SH

(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

PSYCHOLOGY

PSY 1513 General Psychology I 3 SH

Introduction to the study of behavior and mental processes. Includes history and methods of psychology; biological bases of behavior; growth and development; sensation and perception; consciousness; learning principles; and motivation. (3 hr lecture)

PSY 1523 General Psychology II 3 SH

(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Units of study include emotion, stress and health, psychopathology and treatment, and personality. (3 hr lecture)

PSY 2553 Psychology of Personal Adjustment 3 SH

(Prerequisite: PSY 1513 and sophomore standing) A course designed to explore selfhood and identity. Emphasis will be placed on establishing meaningful relationships and sustaining values, learning basic coping strategies for successful life adjustment and exploring other specific areas of personal growth and understanding of self.

EPY 2513 Child Psychology 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)

EPY 2523 Adolescent Psychology 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school and in the larger sociocultural environment. (3 hr lecture)

EPY 2533 Human Growth & Development 3 SH

(Prerequisite: PSY 1513) This course examines the physical, cognitive, social, and emotional changes that take place from conception through late adulthood. Emphasis is placed on the interaction of heredity and environment as they affect development. (3 hr lecture)

READING

REA 1103 Developmental Reading 3 SH

(Utica Campus requires Placement Stanine 2 or below) Special reading instruction for students deficient in basic reading skills. Stresses functional word attack, comprehension, and vocabulary skills. Institutional credit only. (3 hr lecture)

REA 1303 Reading Improvement 3 SH

Develops reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests. (3 hr lecture)

REA 1203 Developmental Reading II 3 SH

A continuation of REA 1103. (3 hr lecture)

REA 1233 Speed Reading 3 SH

Practice with laboratory equipment according to the needs of the individual emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimula tion for reading in depth. (3 hr lecture)

EDU 1413 Improvement of Study 3 SH

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

SOCIOLOGY

SOC 1113 Introduction To Social Science I 3 SH

The fundamental principles of sociology are presented in an interesting and practical manner for the beginner. (3 hr lecture)

SOC 1123 Introduction to Social Science II **3 SH**

(Prerequisite: SOC 1113) A study of changes since the Industrial Revolution and the roles followed by the individual's interaction between individuals and groups. (3 hr lecture)

SOC 1513 Ethnic Relations **3 SH**

A study of the economic, political, educational, and racial status of ethnic minorities in the United States. Also, the relation between minority and dominant groups is surveyed.

SOC 2113 Introduction to Sociology **3 SH**

Lecture course dealing with a body of scientific knowledge about human relationships. Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual the group, and the institution. (3 hr lecture)

SOC 2133 Social Problems **3 SH**

(Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster: family problems include the aged, mentally ill, and retarded. (3 hr lecture)

SOC 2143 Marriage and Family **3 SH**

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and socioeconomic adjustments of society. (3 hr lecture)

SOC 2153 The Family **3 SH**

(Prerequisite: SOC 2113) The family institution with special emphasis on the contemporary American family. (3 hr lecture)

SOC 2163 Introduction to Social Work **3 SH**

A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. (3 hr lecture)

SOC 2253 Introduction to Gerontology **3 SH**

(Prerequisite: SOC 2113) Systematic study of the psychological, physical and social conditions of aging adults in society with emphasis on health, interpersonal problems, housing, employment, retirement/widowhood, exploitation, and death.

SPEECH & THEATRE

SPT 1103 Basic Speaking and Listening **3 SH**

Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills speaking with groups and individuals and listening to individuals and groups.

SPT 1113 Oral Communications: (Principles of Speech) **3 SH**

Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 Argumentation & Debate I **3 SH**

Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1153 Voice and Diction **3 SH**

(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1213 Fundamentals of Theatre **3 SH**

Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1233 Acting I **3 SH**

Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 Drama I **1 SH**

Participation in college drama productions.

SPT 1251 Drama II **1 SH**

Participation in college drama productions.

SPT 1272 Theatre Makeup **2 SH**

(Prerequisite: SPT 1213 and SPT 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab)

SPT 2241 Drama III **1 SH**

Participation in college drama productions.

SPT 2251 Drama IV **1 SH**

Participation in college drama productions.

SPT 2143 Oral Interpretation **3 SH**

(Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

SPT 2223 Stagecraft **3 SH**

(Corequisite: SPT 1241, 1251, 1261 or 1271) Stagecraft, lighting, and production techniques for the theatre. (3 hr lecture)

V
Technical Programs and Course Descriptions

TWO-YEAR TECHNICAL
ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAH	RAN	RAY	UTI	VWC
Agribusiness Management Technology (1+1)				X		
* Banking & Finance Technology	EVE					
Business & Office Technology	X		X	X	X	X
Administrative Support Services Technology Option (1+1)						
Business Management Technology Option						
Office Systems Technology Option (1+1)						
Child Development Technology	X				X	
Civil Engineering Technology						X
Commercial Art Technology				X		
Computer Aided Engineering Technology			X			
Computer Programming Technology				X	X	
Dental Assisting Technology (1+1)		X				
Drafting & Design Technology	X			X	X	
Architectural Drafting Technology Option						
General Drafting Technology Option						
Geographic Information Systems Technology Option	X					
Mechanical Drafting Technology Option						
Electrical & Electronics Technology						
Communications Electronics Repair Technology (1+1)	X					
Computer Servicing Technology Option (1+1)	X					
Electronics Technology Option			X	X	X	
Instrumental Technology Option (Pending)						X
Telecommunications Technology Option	X				X	
Emergency Medical Technology-Paramedic (1+1)		X				
Food Processing Technology (1+1)				X		
General Technology	X	X	X	X	X	X
Hospitality & Tourism Management Technology	X					
Culinary Arts Technology Option (1+1)						
Hotel & Restaurant Management Technology Option						
Interpreter Training Technology				X		
Landscape Management Technology (1+1)				X		
Marketing Management Technology						
Fashion Merchandising Technology Option				X		
General Marketing Management Technology Option		X	X			
*Real Estate Technology Option				EVE		
* Mechanical Technology				BIG		
Media Technology					X	
Medical Assisting Technology			X			
Medical Laboratory Technology		X				
Medical Record Technology (Health Information Management Technology)		X				
Paralegal Technology	X			X		
Physical Therapist Assistant Technology		X				
* Postal Management Technology	EVE					
Quality Assurance Technology	X					
Inspection & Testing Technology Option						
Radiography Technology		X				
Respiratory Care Technology (1+1)		X				
* Supervision & Management Technology				BIG		
Surgical Technology (1+1)		X				
Veterinary Technology (1+1)				X		

Note(s): (1) * - Denotes a part-time Business, Industry and Government (BIG) Services program with selected courses offered on demand only.

(2) (1+1) - Denotes a two-year program with an employability exit point after one year.

(3) Please see Special Admission Requirements for Allied Health Programs.

AGRIBUSINESS MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Agribusiness Management Technology program is designed to provide a student with basic skills needed to pursue a variety of agricultural careers. These skills include livestock management, agribusiness management, basic maintenance technology, and human relations. Specific jobs may include: farm and ranch manager, agribusiness managers, AG supply, equipment, livestock and chemical sales, research assistants, soil conservation technicians, and food processing supervisors and other entry level management position.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
CPT 1114	Introduction to Computers	3	2	0	4
AGT 1111	Survey of Agricultural Technology	1	0	0	1
AGT 2213	Agricultural Sales	3	0	0	3
AGT 2263	Applied Agricultural Economics	3	0	0	3
AGT 2363	Crop Production	2	2	0	3
AGT 2713	Beef Production I	2	2	0	3
TOTAL					17
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
AGR 1413	Farm Machinery	2	2	0	3
AGT 1613	Agricultural Records	3	0	0	3
AGT 1714	Applied Soils Conservation and Use	3	2	0	4
AGT 2313	Human Relations in Agribusiness	3	0	0	3
AGT 2723	Beef Production II	2	2	0	3
TOTAL					19
Summer Session					
AGT 2113	Supervised Agricultural Experience I	0	0	9	3
AGT 2123	Supervised Agricultural Experience II	0	0	9	3
TOTAL					6
COMPLETION AWARD: Technical Certificate (One Year)					**42**
2nd Year	**1st Semester**				
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
AGT 1214	Applied Principles of Animal Production	3	2	0	4
AGT 1313	Applied Principles of Plant Production	2	2	0	3
	Electives				3
TOTAL					16
2nd Year	**2nd Semester**				
	Behavioral/Social Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
AGT 1413	Principles of Agricultural Management	2	2	0	3
AGT 1513	Principles of Agricultural Marketing	3	0	0	3
TOTAL					12
COMPLETION AWARD: Associate in Applied Science Degree					**70**
Approved Electives					
AGR 2253	Livestock Judging	1	4	0	3
AGR 2713	Principles of Agricultural Economics	3	0	0	3
AGT 2163	Special Problem in Agricultural Business Management	0	6	0	3
AGT 2663	Applied Animal Nutrition	2	2	0	3
DDT 1413	Surveying Practice I	2	2	0	3

BANKING AND FINANCE TECHNOLOGY
in cooperation with the
American Institute of Banking

Program Description: This curriculum and its associated courses are planned to meet most course requirements of the professional development program of the American Bankers Association offered through the AIB diplomas and certificates, including: General Banking Diploma, Consumer Service Skills Certificate, Consumer Credit Diploma, Securities Services Skills Certificate, Commercial Lending Diploma, Supervisory Skills Certificate, and Teller Skills Certificate.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	(AIB 2610) English Composition I	3	0	0	3
ECO 2113	(AIB 2350) Principles of Economics I	3	0	0	3
ACC 1213	(AIB 1000) Principles of Accounting I	3	0	0	3
BOT 1313	(AIB 3800) Business Mathematics	3	0	0	3
BFT 1113	(AIB 1370) Principles of Banking	3	0	0	3
TOTAL					15
1st Year	**2nd Semester**				
	Math/Science Elective				3
ENG 1123	(AIB 1860) English Composition II	3	0	0	3
ACC 1223	(AIB 1010) Principles of Accounting II	3	0	0	3
BFT 1123	(AIB 1350) Money and Banking	3	0	0	3
BFT 1173	(AIB 3660) Law and Banking Principles	3	0	0	3
BFT 2133	(AIB 6350) Introduction to Commercial Lending	3	0	0	3
TOTAL					18
2nd Year	**1st Semester**				
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	(AIB 5465) Oral Communications	3	0	0	3
BFT 1183	(AIB 4140) Management Fundamentals	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					18
2nd Year	**2nd Semester**				
BFT 1313	(AIB 6920) Analyzing Financial Statements	3	0	0	3
BFT 2213	(AIB 7740) Marketing for Bankers	3	0	0	3
BFT 2823	(AIB 3710) Law and Banking Applications	3	0	0	3
	Technical Electives				6
	Elective				3
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**69**
APPROVED ELECTIVES					
BFT 1133	(AIB 7520) Bank Management	3	0	0	3
BFT 1143	(AIB 6260) Savings and Time Deposit Banking	3	0	0	3
BFT 1153	(AIB 1860) Writing for Results	3	0	0	3
BFT 1163	(AIB 4300) Supervision and Personnel Administration	3	0	0	3
BFT 1213	(AIB 6912) Lending to Agricultural Enterprises	3	0	0	3
BFT 1223	(AIB 7880) Real Estate Finance	3	0	0	3
BFT 1233	(AIB 6000) Bank Accounting	3	0	0	3
BFT 1243	(AIB 6150) Bank Control and Audit	3	0	0	3
BFT 1253	(AIB 7002) Consumer Credit Analysis	3	0	0	3
BFT 1263	(AIB 6345) Corporate Banking: A Practical Approach to Lending	3	0	0	3
BFT 1273	Corporate Securities Services	3	0	0	3
BFT 1283	(AIB 6204) Deposit Operations	3	0	0	3
BFT 1293	(AIB 6535) Financial Planning for Bankers	3	0	0	3

BFT 1323	(AIB 6610) Bank Cards	3	0	0	3
BFT 1333	(AIB 6970) Statement Analysis	3	0	0	3
BFT 1373	Contemporary Issues in Banking	3	0	0	3
BFT 1343	(AIB 6233) Retail Banking Series	3	0	0	3
BFT 2123	(AIB 7008) Consumer Lending	3	0	0	3
BFT 2143	(AIB 7625) Credit Department Management	3	0	0	3
BFT 2153	(AIB 1375) Inside Commercial Banking	3	0	0	3
BFT 2313	(AIB 7200) Bank Investments	3	0	0	3
BFT 2323	(AIB 3540) Investment Basics and Beyond	3	0	0	3
BFT 2343	Economics for Bankers	3	0	0	3
BFT 2333	(AIB 6360) Loan Officer Development	3	0	0	3
BFT 2413	(AIB 8250) The Trust Business	3	0	0	3
BFT 2423	(AIB 7110) International Banking	3	0	0	3
BFT 2433	(AIB 8310) Trust Management	3	0	0	3
BFT 2443	(AIB 8300) Trust Investments	3	0	0	3
BFT 2723	(AIB 7240) Securities Processing	3	0	0	3
BFT 2813	(AIB 7660) Management of Commercial Bank Funds	3	0	0	3
BFT 2833	(AIB 3630) Federal Regulation of Banking	3	0	0	3
BFT 2843	(AIB 7580) Branch Management Series	3	0	0	3
Business Administration					
BAD 1113	Introduction to Business	3	0	0	3
BAD 2323	Business Statistics	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
BAD 2423	Legal Environment of Business II	3	0	0	3
Marketing Management Technology					
MMT 1213	(AIB 4140) Principles of Management	3	0	0	3
MMT 2173	(AIB 6235) Sales Management	3	0	0	3
MMT 2233	(AIB 4300) Human Resource Management	3	0	0	3
MMT 2743	(AIB 7860) Real Estate Appraisal	3	0	0	3
Economics					
ECO 2123	Principles of Economics II	3	0	0	3
Computer Programming Technology					
CPT 1114	(AIB 2090) Introduction to Computers	3	2	0	4
Mathematics					
MAT 1233	Intermediate Algebra	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
MAT 1333	Finite Mathematics	3	0	0	3

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE SUPPORT SERVICES TECHNOLOGY OPTION (1+)

Program Description: The Administrative Support Services Technology program is designed to offer students the opportunity to become an administrative assistant or secretary or to hold other positions requiring shorthand or machine transcription skills.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren Co. Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1133	Information Processing	2	2	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
TOTAL					15

1st Year	**2nd Semester**				
BOT 1123	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 1613	Shorthand I	2	2	0	3
BOT 2813	Business Communications	3	0	0	3
	Approved Elective				3
TOTAL					18

COMPLETION AWARD: Technical Certificate (One Year) **33**

2nd Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
BOT 1513	Machine Transcription	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
BOT 2623	Shorthand II	2	2	0	3
BOT 2723	Administrative Office Procedures	2	2	0	3
TOTAL					18

2nd Year	**2nd Semester**				
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
BOT 2733	Administrative Office Management	3	0	0	3
BOT 2133	Desktop Publishing	2	2	0	3
	Approved Elective (BOT or Related)				3
TOTAL					15

COMPLETION AWARD: Associate in Applied Science Degree **66**

BUSINESS AND OFFICE TECHNOLOGY
BUSINESS MANAGEMENT TECHNOLOGY OPTION

Program Description: The Business Management Technology program is designed to prepare students for small business management and other mid-level management jobs. Employment opportunities in mid-management are available in a wide variety of career settings -business, industry, educational institutions, government, and social service agencies.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BAD 1113	Introduction to Business	3	0	0	3
BOT 1123	Word Processing Applications	2	2	0	3
BOT 1313	Business Mathematics	3	0	0	3
BOT 2813	Business Communications	3	0	0	3
TOTAL					15

1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
MMT 1213	Principles of Management	3	0	0	3
BOT 1133	Information Processing	2	2	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 2733	Administrative Office Management	3	0	0	3
TOTAL					18

2nd Year	**1st Semester**				
	Math/Science Elective				3
SPT 1113	Oral Communications	3	0	0	3
ACC 1213	Principles of Accounting I	3	0	0	3
BOT 2743	Small Business Management	3	0	0	3
BOT 2833	Data Base Management	2	2	0	3
	Elective				3
TOTAL					18
2nd Year	**2nd Semester**				
	Behavioral/Social Science Elective				3
ECO 2113	Principles of Economics I	3	0	0	3
MMT 2233	Human Resource Management	3	0	0	3
BOT 2843	Electronic Spreadsheet Applications	2	2	0	3
	Elective				3
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**66**

BUSINESS & OFFICE TECHNOLOGY
OFFICE SYSTEMS TECHNOLOGY OPTION (1 + 1)

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheet, database management, and desktop publishing.

Campus Location(s): Jackson Campus-Academic/Technical Center, Rankin Campus, Raymond Campus, Utica Campus and Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1133	Information Processing	2	2	0	3
BOT 1113	Document Formatting and Production	2	2	0	3
BOT 1213	Professional Development	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
TOTAL					15
1st Year	**2nd Semester**				
BOT 1123	Word Processing Applications	2	2	0	3
BOT 1413	Records Management	3	0	0	3
BOT 1433	Business Accounting	3	0	0	3
BOT 2813	Business Communications	3	0	0	3
BOT 2843	Electronic Spreadsheet Applications	2	2	0	3
	Approved Elective				3
TOTAL					18
COMPLETION AWARD: Technical Certificate (One Year)					**33**
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
BOT 1513	Machine Transcription	2	2	0	3
BOT 2413	Computerized Accounting	2	2	0	3
BOT 2723	Administrative Office Procedures	2	2	0	3
BOT 2833	Data Base Management	2	2	0	3
TOTAL					18

2nd Year	**2nd Semester**				
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
BOT 2133	Desktop Publishing	2	2	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
	Approved Elective (BOT or Related)	3	0	0	3
TOTAL					15

COMPLETION AWARD: Associate in Applied Science Degree **66**

CHILD DEVELOPMENT TECHNOLOGY

Program Description: The Child Development Technology Program provides an understanding of the physical, mental, social and emotional development of young children. Upon completion of the program, graduates will be eligible for employment such as day care center operators, child care teachers, kindergarten or elementary classroom aides, and workers in state or federally funded programs.

Campus Location(s): Jackson Campus-Academic/Technical Center and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
CDT 1014	Essential Skills for Child Development Technology	3	2	0	4
CDT 1115	Child Care Profession	3	4	0	5
CDT 1313	Art for Preschool Children	3	0	0	3
CDT 1213	Infant and Toddler Development	3	0	0	3
CDT 1221	Physical Motor Development for the Preschool Child	0	2	0	1
TOTAL					19
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
CDT 1235	Child Growth and Development	3	4	0	5
CDT 1323	Language Arts for Preschool Children	3	0	0	3
CDT 1413	Music for Preschool Children	3	0	0	3
CDT 1513	Child Nutrition and Health Care	2	2	0	3
TOTAL					17
2nd Year	**1st Semester**				
	Math/Science Elective				3
	Social/Behavioral Science Elective	3	0	0	3
CDT 2243	Guiding Social and Emotional Behavior	3	0	0	3
CDT 2613	Methods and Materials	3	0	0	3
CDT 2915	Technical Practicum I	0	10	0	5
TOTAL					17
2nd Year	**2nd Semester**				
SPT 1113	Oral Communication	3	0	0	3
HEC 2813	Marriage & Family Living (or SOC 2143 or SOC 2153)	3	0	0	3
CDT 2713	Social Studies, Math, and Science for the Preschool Children	3	0	0	3
CDT 2813	Administration of Preschool Programs	3	0	0	3
CDT 2925	Technical Practicum II	1	8	0	5
TOTAL					17

COMPLETION AWARD: Associate in Applied Science Degree **70**

Note(s): 1) CDT 1014 Essential Skills for Child Development Technology may be taken concurrently with 1st Year-1st Semester courses. Those who have completed the related high school vocational program, and/or who demonstrate essential skills competencies, may be exempt from taking the course.

CIVIL ENGINEERING TECHNOLOGY

Program Description: This program prepares a person for entry level positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices. The graduate is trained to work with the civil engineer and surveyor in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing various tests required for construction. Up-to-date equipment usage is stressed, including the surveying computer and electronic distance measuring devices.

Campus Location(s): Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
CIT 1013	Essential Skills for Civil Engineering Technology	2	2	0	3
TOTAL					3
1st Year	**1st Semester**				
MAT 1313	College Algebra	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
DDT 1113	Introduction to Drafting	2	2	0	3
DDT 1413	Surveying Practice I	1	4	0	3
CIT 1213	Road Design and Construction Methods and Materials	2	2	0	3
TOTAL					16
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	4	4	0	6
CIT 1113	Route Surveying Lab	0	6	0	3
CIT 1223	Road Construction Plans and Specifications	2	2	0	3
TOTAL					18
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
PHY 2414	General Physics I (or CHE 1311/1313)	3	2	0	4
DDT 2433	Surveying Practice I	1	4	0	3
	Technical Electives				6
TOTAL					19
2nd Year	**2nd Semester**				
ENG 1123	English Composition I	3	0	0	3
PHY 2424	General Physics II (or CHE 1321/1323)	3	2	0	4
DDT 2423	Topographic Drafting	2	2	0	3
	Technical Electives				6
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**72**
Technical Electives					
CIT 2123	Legal Principles of Surveying	2	2	0	3
CIT 2134	Advanced Surveying Practices	2	4	0	4
CIT 2313	Soil Mechanics	2	2	0	3
CIT 2413	Concrete and Hot Mix Asphalt Testing	2	2	0	3
CIT 2513	Water and Water Distribution	2	2	0	3
CIT 2913	Special Project	0	6	0	3
DDT 1616	Architectural Drafting I	4	4	0	6
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2243	Statics and Strength of Materials	1	4	0	3
DDT 2326	Computer Aided Drafting (CAD) Design I	4	4	0	6
DDT 2336	Computer Aided Drafting (CAD) Design II	4	4	0	6

COMMERCIAL ART TECHNOLOGY

Program Description: This program is designed to prepare students for employment in the field of commercial art. The curriculum involves basic and advanced commercial art techniques. The emphasis is on preparing mechanical board art for reproduction. Both traditional commercial art techniques and desktop publishing utilizing graphic interface computers are taught. It also gives the student the opportunity to acquire the technical, art, marketing and related information necessary for job competency in the graphic arts industry.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
ART 1313	Drawing I	0	6	0	3
ART 1413	Design I	0	6	0	3
CAT 1113	Graphic Design I	0	6	0	3
TOTAL					15
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MMT 1423	Advertising	2	2	0	3
ART 1323	Drawing II	0	6	0	3
ART 1423	Design II	0	6	0	3
CAT 1123	Graphic Design II	0	6	0	3
CAT 1213	Introduction to Graphic Interface Computers	3	0	0	3
TOTAL					18
2nd Year	**1st Semester**				
	Math/Science Elective	3	0	0	3
MMT 1113	Principles of Marketing	3	0	0	3
ART 1113	Art Appreciation	3	0	0	3
CAT 2313	Basic Advertising Design I	0	6	0	3
CAT 2413	Rendering Techniques	0	6	0	3
	Elective				3
TOTAL					18
2nd Year	**2nd Semester**				
SPT 1113	Oral Communication	3	0	0	3
CAT 2133	Commercial Design & Advertising Studio	1	4	0	3
CAT 2323	Basic Advertising Design II	0	6	0	3
CAT 2333	Practical Advertising Techniques	0	6	0	3
	Humanities/Fine Arts Elective	3	0	0	3
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**66**

COMPUTER AIDED ENGINEERING TECHNOLOGY

Program Description: This program prepares entry level computer systems application technicians in an engineering applications environment. Graduates are prepared in software design and CAD-CAM applications.

Campus Location(s): Rankin

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CSC 1113	Introduction to Computer Concepts	3	0	0	3
DDT 1113	Introduction to Drafting	2	2	0	3
MCT 1614	Manufacturing Processes I	2	4	0	4
CMT 1113	Principles of Engineering Technology	2	2	0	3
TOTAL					19
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1323	Trigonometry (or RST 1633)	3	0	0	3
CSC 1213	BASIC Computer Programming	3	0	0	3
CMT 1213	Introduction to Computer Aided Engineering	2	2	0	3
CMT 1314	Computer Aided Manufacturing	2	4	0	4
CMT 1413	Computer Aided Design	2	2	0	3
TOTAL					19
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
PHY 2414	General Physics I	3	2	0	4
CMT 2416	Computer Aided Engineering Applications I	3	6	0	6
	Technical Elective				3
TOTAL					16
2nd Year	**2nd Semester**				
PHY 2424	General Physics II	3	2	0	4
CMT 2426	Computer Aided Engineering Applications II	3	6	0	6
	Technical Elective				3
	Elective	3	0	0	3
TOTAL					16

COMPLETION AWARD: Associate in Applied Science Degree **70**

COMPUTER PROGRAMMING TECHNOLOGY (1 + 1)

Program Description: The Computer Programming Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in computer programming and systems analysis. Successful completion of the first year of this program entitles a student to receive a computer operations certificate. The Associate in Applied Science Degree is earned upon successful completion of the Computer Programming Technology curriculum.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
ACC 1213	Principles of Accounting I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
CPT 1214	Computer Concepts and Programming Logic	3	2	0	4
TOTAL					17
1st Year	**2nd Semester**				
	Social/Behavioral Science Elective	3	0	0	3
ACC 1223	Principles of Accounting II	3	0	0	3
BOT 2713	Advanced Microcomputer Applications	2	2	0	3
CPT 1313	Computer Operations	2	2	0	3
	Programming Language Elective				4
TOTAL					16
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
	Math/Science Elective				3
SPT 1113	Oral Communications	3	0	0	3
BOT 1213	Professional Development	3	0	0	3
	Programming Language Electives				8
TOTAL					17
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BOT 2813	Business Communications (or MMT 1213 Principles of Management)	3	0	0	3
CPT 2324	Systems Analysis and Design	3	2	0	4
	Programming Language Electives				8
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**68**
Approved Electives					
CPT 1224	BASIC Programming Language	3	2	0	4
CPT 1234	Introduction to RPG Programming Language	3	2	0	4
CPT 1244	Introduction to COBOL Programming Language	3	2	0	4
CPT 1254	Fortran Programming Language (or CSC 1313)	3	2	0	4
CPT 2264	Advanced RPG Programming Language	3	2	0	4
CPT 2274	Advanced COBOL Programming Language	3	2	0	4
CPT 2284	C Programming Language (or CSC 2133)	3	2	0	4

DENTAL ASSISTING TECHNOLOGY (1 + 1)

Program Description: The Dental Assisting curriculum is a one-year program of study designed to prepare the student for employment and advancement in the dental assisting field. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside both in private offices and at the University of Mississippi School of Dentistry. Graduates may become a Certified Dental Assistant (CDA) upon passing the certification examination offered by the Dental Assisting National Board. This program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
SPT 1113	Oral Communications	3	0	0	3
DAT 1111	Dental Orientation	1	0	0	1
DAT 1214	Dental Assisting Materials	2	4	0	4
DAT 1313	Dental Science I	3	0	0	3
DAT 1415	Chairside Assisting I	2	6	0	5
DAT 1613	Dental Radiology I	2	2	0	3
TOTAL					19
1st Year	**2nd Semester**				
DAT 1323	Dental Science II	3	0	0	3
DAT 1423	Chairside Assisting II	2	2	0	3
DAT 1622	Dental Radiology II	0	4	0	2
DAT 1715	Practice Management & Applied Psychology	4	2	0	5
DAT 1812	Dental Health Education	2	0	0	2
DAT 1914	Supervised Clinical Experience I	0	0	16	4
TOTAL					19
Summer Session					
ENG 1113	English Composition I	3	0	0	3
DAT 1433	Chairside Assisting III	2	2	0	3
DAT 1922	Supervised Clinical Experience II	0	0	8	2
TOTAL					8
COMPLETION AWARD: Technical Certificate (One Year)					**46**
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective				3
	Math/Science Electives				6
ENG 1123	English Composition II	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
	Elective	3	0	0	3
TOTAL					19
COMPLETION AWARD: Associate in Applied Science Degree					**65**

DRAFTING & DESIGN TECHNOLOGY
Architectural Drafting Technology Option

Program Description: Architectural Drafting Technology Option provides students with specialized skills in the architectural drafting and design field.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
DDT 1116	Fundamentals of Drafting	4	4	0	6
DDT 1213	Construction Materials	3	0	0	3
TOTAL					18
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
DDT 1123	Machine Drafting I (or MAT 1323 or RST 1633)	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	4	4	0	6
DDT 2233	Cost Estimating	3	0	0	3
TOTAL					18
2nd Year	**1st Semester**				
DDT 1413	Surveying Practice I	1	4	0	3
DDT 1616	Architectural Drafting I	4	4	0	6
DDT 2326	Computer Aided Drafting (CAD) Design I	4	4	0	6
DDT 2423	Topographic Drafting	2	2	0	3
TOTAL					18
2nd Year	**2nd Semester**				
	Math/Science Electives	6	0	0	6
DDT 2223	Structural Drafting	2	2	0	3
DDT 2623	Architectural Drafting II	2	2	0	3
DDT 2916	Special Project I	4	4	0	6
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**72**

DRAFTING AND DESIGN TECHNOLOGY
General Drafting Technology Option

Program Description: The General Drafting Technology Option allows students to obtain skills and knowledge related to several fields of the drafting and design industry.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
DDT 1116	Fundamentals of Drafting	4	4	0	6
DDT 1213	Construction Materials	3	0	0	3
TOTAL					18

1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	4	4	0	6
DDT 2233	Cost Estimating	3	0	0	3
TOTAL					18
2nd Year	**1st Semester**				
DDT 1413	Surveying Practice I	1	4	0	3
DDT 1616	Architectural Drafting I	4	4	0	6
DDT 2326	Computer Aided Drafting (CAD) Design I	4	4	0	6
DDT 2423	Topographic Drafting	2	2	0	3
TOTAL					18
2nd Year	**2nd Semester**				
	Math/Science Electives	6	0	0	6
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2336	Computer Aided Drafting (CAD) Design II	4	4	0	6
TOTAL					18

COMPLETION AWARD: Associate in Applied Science Degree **72**

DRAFTING AND DESIGN TECHNOLOGY
Geographic Information Systems Technology Option

Program Description: Geographic Information Systems (GIS) is an integrated database management system in which geographic or spatial relationships are used to store, organize, retrieve, and analyze resource data for use in the decision making process. The need for specialists in this area has become readily apparent with the rapid development and implementation of GIS Technology.

CAMPUS LOCATION: Jackson Campus - Academic Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
DDT 1116	Fundamentals of Drafting	4	4	0	6
DDT 1413	Surveying Practice I	1	4	0	3
TOTAL					19
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
GEO 1123	Introduction to Geography	3	0	0	3
DDT 1133	Descriptive Geometry (or MAT 1323)	2	2	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	4	4	0	6
DDT 1223	Cartography	2	2	0	3
TOTAL					18
2nd Year	**1st Semester**				
PHY 2414	General Physics I (or RST 2414)	3	2	0	4
DDT 2113	Database Construction & Maintenance	2	2	0	3
DDT 2123	Introduction to Geographic Information Systems	2	2	0	3
DDT 2133	Aerial Photography Interpretation and Remote Sensing	2	2	0	3
DDT 2423	Topographic Drafting	2	2	0	3
TOTAL					16

2nd Year	**2nd Semester**				
GLY 1111	Physical Geology Lab	0	2	0	1
GLY 1113	Physical Geology	3	0	0	3
DDT 2253	Fundamentals of Global Positioning Systems	3	0	0	3
DDT 2263	Advanced Geographic Information Systems	1	4	0	3
DDT 2273	Advanced Remote Sensing	2	2	0	3
DDT 2286	GIS Internship	0	0	18	6
TOTAL					19

COMPLETION AWARD: Associate in Applied Science Degree **72**

DRAFTING AND DESIGN TECHNOLOGY
Mechanical Drafting Technology Option

Program Description: The Mechanical Drafting Technology Option allows students to emphasize skills and knowledge related to mechanical occupations.

Campus Location(s): Jackson Campus-Academic/Technical Center, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
DDT 1116	Fundamentals of Drafting	4	4	0	6
DDT 1213	Construction Materials	3	0	0	3
TOTAL					18
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
DDT 1123	Machine Drafting I	2	2	0	3
DDT 1133	Descriptive Geometry	2	2	0	3
DDT 1316	Principles of Computer Aided Drafting (CAD)	4	4	0	6
DDT 2233	Cost Estimating	3	0	0	3
TOTAL					18
2nd Year	**1st Semester**				
DDT 1616	Architectural Drafting I	4	4	0	6
DDT 2143	Machine Drafting II	2	2	0	3
DDT 2326	Computer Aided Drafting (CAD) Design I	4	4	0	6
DDT 2533	Electrical & Piping Drafting	2	2	0	3
TOTAL					18
2nd Year	**2nd Semester**				
	Math/Science Electives	6	0	0	6
DDT 2213	Highway Drafting	2	2	0	3
DDT 2223	Structural Drafting	2	2	0	3
DDT 2916	Special Project I	4	4	0	6
TOTAL					18

COMPLETION AWARD: Associate in Applied Science Degree **72**

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION (1 + 1)

Program Description: Communications Electronics Repair Technology is an instructional program that prepares individuals to assemble, install, operate, and maintain communications equipment and systems; including one-and two-way communications systems, home entertainment systems, and other communications equipment. Instruction is included in the use and repair of the actual equipment. In the two-year AAS Degree program, students may elect to pursue specialized study in home entertainment or radio communications fields.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	3	6	0	6
EET 1214	Digital Electronics	2	4	0	4
TOTAL					17
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
EET 1713	Electronic Drafting	1	4	0	3
	Technical Elective				3
TOTAL					17
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
SPT 1113	Oral Communications	3	0	0	3
EET 2334	Linear Integrated Circuits	2	4	0	4
EET 2414	Electronic Systems	3	2	0	4
EET 2813	Video Systems	2	2	0	3
	Technical Elective				3
TOTAL					17
2nd Year	**2nd Semester**				
	Behavioral/Social Science Elective	3	0	0	3
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
CET 2213	Diagnostics and Troubleshooting (Home Electronics) Lab	0	6	0	3
	OR				
CET 2523	Diagnostics and Troubleshooting (Radio Communications) Lab				
	Technical Elective				3
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**66**
Technical Electives					
CET 1113	Satellite Systems	1	4	0	3
CET 2313	Video Recording Systems Lab	0	6	0	3
CET 2424	Advanced Electronic Communications	2	4	0	4
CET 2513	Two-way Radio Communications Lab	0	6	0	3
CET 2823	Video Systems Repair Lab	0	6	0	3
CET 2423	Introduction to Fiber Optics	2	2	0	3
CET 2514	Interfacing Techniques	3	2	0	4

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION

Program Description: Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	3	6	0	6
EET 1214	Digital Electronics	2	4	0	4
TOTAL					17
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
EET 1713	Electronic Drafting	1	4	0	3
EET 2514	Interfacing Techniques	2	4	0	4
TOTAL					18
Summer Session *					
CST 1213	Failure Analysis	1	4	0	3
CST 2113	Computer Servicing I Lab	0	6	0	3
TOTAL					6
COMPLETION AWARD: Technical Certificate (One Year)					**41**
2nd Year	**1st Semester**				
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
CPT 1224	BASIC Programming Language	3	2	0	4
CST 1213*	Failure Analysis	1	4	0	3
CST 2113*	Computer Servicing I Lab	0	6	0	3
TOTAL					16
2nd Year	**2nd Semester**				
	Social/Behavioral Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
EET 2334	Linear Integrated Circuits	2	4	0	4
CST 2123	Computer Servicing II Lab	0	6	0	3
	Technical Elective				3
TOTAL					16
COMPLETION AWARD: Associate in Applied Science Degree					**67**
Technical Electives					
EET 1613	Systems Programming	2	2	0	3
EET 2813	Video Systems	2	2	0	3
EET 2913	Special Project	1	4	0	3
INT 2913	Work Experience I	0	0	9	3
INT 2923	Work Experience II	0	0	9	3

Note(s): 1) * CST 1213 and CST 2113 are not required if previously completed.

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

Program Description: The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. A graduate of this curriculum will be eligible for entry level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area.

Campus Location(s): Rankin Campus, Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	3	6	0	6
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1323	Trigonometry (or RST 1633)	3	0	0	3
EET 1214	Digital Electronics	2	4	0	4
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1613	Systems Programming	2	2	0	3
TOTAL					17
2nd Year	**1st Semester**				
	Behavioral/Social Elective	3	0	0	3
	Math/Science Elective				3
SPT 1113	Oral Communications	3	0	0	3
EET 1324	Microprocessors	2	4	0	4
	Technical Elective				3
TOTAL					16
2nd Year	**2nd Semester**				
	Math/Science Elective				3
EET 2334	Linear Integrated Circuits	2	4	0	4
EET 2414	Electronic Systems	3	2	0	4
EET 2514	Interfacing Techniques	2	4	0	4
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**65**
Technical Electives					
EET 1713	Electronic Drafting	1	4	0	3
EET 2423	Introduction to Fiber Optics	2	2	0	3
EET 2813	Video Systems	2	2	0	3
EET 2913	Special Project	1	4	0	3
ELT 2424	Solid State Motor Control	2	4	0	4
ELT 2614	Programmable Logic Controllers	3	2	0	4
ROT 1113	Introduction to Robotics	2	2	0	3
ROT 1213	Industrial Hydraulics	2	2	0	3
ROT 1223	Industrial Pneumatics	2	2	0	3
	Approved Computer Programming Language				3

ELECTRICAL AND ELECTRONICS TECHNOLOGY
INSTRUMENTATION TECHNOLOGY OPTION (1 + 1) (PENDING)

Program Description: The Instrumentation Technology curriculum provides knowledge and skills necessary to function at the technician level in the area of instrumentation. This two-year program trains students to repair, calibrate, and install industrial instrumentation (i.e., pressure, level, flow, temperature and indicators, transmitters, sensors, transducers, etc.), to align and tune controllers, and adjust valves. Included is instruction in the fields of electricity, electronics, mechanics, pneumatics, and hydraulics as they pertain to the principles of control, recording systems, automated devices, and the calibration of instrumentation units or systems. This is a two-year technical program which allows the successful graduate to be awarded as associate in applied science degree and to take the examination for Level I certification offered by the Instrument Society of America.

Campus Location(s): Vicksburg-Warren Co. Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	3	6	0	6
EET 1214	Digital Electronics	2	4	0	4
TOTAL					17
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
ROT 1213	Industrial Hydraulics	2	2	0	3
ROT 1223	Industrial Pneumatics	2	2	0	3
TOTAL					17
COMPLETION AWARD: Technical Certificate (One Year)					**34**
2nd Year	**1st Semester**				
	Behavior/Social Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
EET 2334	Linear Integrated Circuits	2	4	0	4
INT 2114	Control Systems I	3	2	0	4
	Math/Science Elective				3
TOTAL					17
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
INT 2124	Control Systems II	3	2	0	4
INT 2214	Instrument Calibration	3	2	0	4
INT 2314	Measurement Principles	3	2	0	4
	Technical Elective				3
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**69**
Technical Electives					
EET 1713	Electronic Drafting	1	4	0	3
EET 2423	Introduction to Fiber Optics	2	2	0	3
EET 2913	Special Project	1	4	0	3
ELT 2424	Solid State Motor Control	2	4	0	4
ELT 2614	Programmable Logic Controllers	3	2	0	4
INT 2913	Work Experience I	0	0	9	3
INT 2923	Work Experience II	0	0	9	3
ROT 1113	Introduction to Robotics	2	2	0	3

ELECTRICAL AND ELECTRONICS TECHNOLOGY
TELECOMMUNICATIONS TECHNOLOGY

Program Description: This two-year program is designed to prepare students for a wide range of technical positions within the Telecommunications industry. Specific preparation is in modes, techniques, and mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, analog and digital voice communications, data communications, fiber optics applications, satellite and microwave communications and integrated services digital network (ISDN). Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems.

Campus Location(s): Jackson Campus-Academic/Technical Center, Utica Campus.

COURSE –	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MAT 1313	College Algebra (or RST 1623)	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
EET 1116	AC-DC Circuits	3	6	0	6
EET 1214	Digital Electronics	2	4	0	4
	TOTAL				17
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
EET 1314	Solid State Devices and Circuits	2	4	0	4
EET 1324	Microprocessors	2	4	0	4
EET 2414	Electronic Systems	3	2	0	4
TCT 1114	Introduction to Telecommunications	3	2	0	4
	TOTAL				19
2nd Year	**1st Semester**				
	Math/Science Elective				3
	Behavioral/Social Science Elective	3	0	0	3
LOT 2313	Fiber Optics Systems	2	2	0	3
TCT 2214	Advance Telephone Systems	3	2	0	4
TCT 2314	Digital Communications I	3	2	0	4
	TOTAL				17
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
EET 1613	Systems Programming	2	2	0	3
TCT 2324	Digital Communications II	3	2	0	4
TCT 2414	Microwave and Satellite Systems	3	2	0	4
	TOTAL				17
COMPLETION AWARD: Associate in Applied Science Degree					**70**

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC (1 + 1)
(Program in Cooperation with the University of Mississippi Medical Center)

Program Description: This program is designed for students who are planning to complete the professional, technical and clinical education component of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is according to admission requirements for allied health programs. Students completing the one year certificate program are eligible for acceptance into the second year component at the University Medical Center. Graduates are eligible to take the certification examination given by the National Registry of Emergency Medical Technicians.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center (1st year)
University of Mississippi Medical Center (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1233	Intermediate Algebra	3	0	0	3
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2511	Human Anatomy & Physiology Lab I	0	2	0	1
SPT 1113	Oral Communications	3	0	0	3
EMT 1116	Emergency Medical Technology-Basic	4	4	0	6
TOTAL					19
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
BIO 2521	Human Anatomy & Physiology Lab II	0	2	0	1
CHE 1313	Principles of Chemistry I	3	0	0	3
CHE 1311	Principles of Chemistry I Lab	0	3	0	1
TOTAL					17
COMPLETION AWARD: Technical Certificate (Emergency Medical Technician-Basic)					**36**
2nd Year	**1st Semester — (University of Mississippi Medical Center)**				
EMT 101	Pre-Hospital Environment	1	0	0	1
EMT 102	Applied Anatomy & Physiology & Assessment	2	1	0	3
EMT 103	Emergencies I	1	1	0	2
EMT 104	Basic Review	1	1	0	2
EMT 105	Clinical I	0	0	1	1
EMT 106	Intern Field Clinical	0	0	2	2
EMT 124	Defibrillation	2	0	0	2
TOTAL					13
2nd Year	**2nd Semester — (University of Mississippi Medical Center)**				
EMT 107	Airway Care	1	1	0	2
EMT 108	Pharmacology	1	1	0	2
EMT 109	Emergencies II	1	1	0	2
EMT 110	Trauma Management	1	0	0	1
EMT 111	OB/GYN Conditions & Pediatrics	1	0	0	1
EMT 112	Emergencies III	2	0	0	2
EMT 113	Clinical II	0	0	2	2
EMT 114	Clinical III	0	0	1	1
EMT 115	Intern Field Clinical	0	0	6	6
TOTAL					19
COMPLETION AWARD: Associate in Applied Science Degree (Emergency Medical Technician-Paramedic)					**68**

Note(s): 1) Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to HCC and complete an HCC degree application for the AAS Degree to be awarded.

2) Students who are taking only the EMT-Basic course, TEM 1116, are not eligible to receive financial aid. However, students taking TEM 1116 in conjunction with the EMT 1 + 1 program may be eligible for financial aid.

FOOD PROCESSING TECHNOLOGY (1 + 1)

Program Description: The Food Processing Technology curriculum is designed to prepare men and women for challenging and satisfying jobs in the food processing and related industries. Career opportunities are available as quality control technician, food laboratory technician, and management trainee in the areas of sanitation, food inspection, purchasing, product development, sensory evaluation, product demonstrator, and sales of food ingredients and food processing equipment. Segments of industry employing food processing technicians include: meats, poultry, dairy products, seafood and catfish, milling, baking, beverages, delicatessen foods, canning, frozen foods, and further processing for the food service industry as an occupational area.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BIO 1132	General Biology I	2	0	0	2
BIO 1131	General Biology Lab I	0	2	0	1
FPT 1113	Introduction to the Food Industry	3	0	0	3
FPT 1123	Computations in Food Processing	3	0	0	3
FPT 1132	Food Sensory Evaluation	2	0	0	2
FPT 1143	Food & Family Nutrition	3	0	0	3
TOTAL					17
1st Year	**2nd Semester**				
CHE 1311	Principles of Chemistry I Lab	0	3	0	1
CHE 1313	Principles of Chemistry I	3	0	0	3
AGT 1111	Survey of Agriculture Technology	1	0	0	1
AGT 2313	Human Relations in Agribusiness	3	0	0	3
FPT 1212	Food Plant Sanitation	2	0	0	2
FPT 1223	Food Inspection & Regulations	3	0	0	3
FPT 1233	Food Processing Technology	2	2	0	3
TOTAL					16
Summer Session					
FPT 1313	Food Internship I	0	0	9	3
FPT 1323	Food Internship II	0	0	9	3
TOTAL					6
COMPLETION AWARD: Technical Certificate (One Year)					**39**
2nd Year	**1st Semester**				
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Lab	0	2	0	1
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
FPT 2113	Food Quality Control	2	2	0	3
TOTAL					17
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
FPT 2214	Food Microbiology	3	2	0	4
FPT 2223	Food Product Analysis	2	2	0	3
FPT 2233	New Product Development	3	0	0	3
TOTAL					13
COMPLETION AWARD: Associate in Applied Science Degree					**69**

GENERAL TECHNOLOGY

Program Description: The AAS Degree program with a major in General Technology is an individualized technical program designed for students whose career aspirations require a great deal of curriculum flexibility. Working adults who have specific career goals that normally can not be met through existing published curricula programs find this program most beneficial. General Technology majors must have their individually prescribed program approved in writing by his or her local counselor and vocational-technical dean prior to the beginning of the semester in which the student intends to graduate.

Campus Location(s): District-Wide

General Education (Academic Transfer) Core Courses	**SCH**
English Composition I (ENG 1113)	3
English Composition II (ENG 1123)	3
Social Sciences (ECO, GEO, HIS, PSC, SOC) or Behavioral Sciences (EPY, PSY)	3
Natural Sciences (BIO, CHE, GLY, PHY) or Mathematics (MAT 1313 College Algebra or higher)	3
Humanities/Fine Arts (ART, ENG, MFL, MUS, PHI, SPT)	3
Computer Science (CSC) or equivalent	3
SUB-TOTAL	18
Major Area of Concentration (Technical/Applied Science Field)	**24**
Advisor Approved - 24 SH	
Related Academic or Technical Courses	**22**
Advisor Approved - 16 SH	
Unspecified Electives - 6 SH	
COMPLETION AWARD: Associate in Applied Science Degree	**64**

Note(s): 1) Within the general education core, or in addition to it, the program **must** include a course, or course component, designed to ensure competence in fundamental mathematical skills.

2) A course outside the area of Computer Science (CSC) which likewise provides for the acquisition of basic competencies in the use of computers may be substituted for the Computer Science (CSC) course requirement with counselor/dean approval.

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION (1 + 1)

Program Description: The Culinary Arts Technology certificate and Associate in Applied Science Degree programs prepare chefs and managers for the food service industry.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	**COURSE TITLE**	**LEC**	**LAB**	**SWE**	**SCH**
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to Hospitality Industry	3	0	0	3
HRT 1213	Sanitation & Safety	3	0	0	3
CUT 1114	Culinary Principles I	2	4	0	4
TOTAL					17

1st Year	**2nd Semester**				
HRT 1121	Leadership Development II	1	0	0	1
HRT 1613	Hospitality Human Resources Management	3	0	0	3
CUT 1213	Dining Room Management	3	0	0	3
CUT 1224	Culinary Principles II	2	4	0	4
CUT 1243	Menu and Facilities Planning	3	0	0	3
CUT 1253	Purchasing and Receiving	2	2	0	3
TOTAL					17
Summer Session					
CUT 1256	Culinary Arts Externship	0	0	18	6
TOTAL					6
COMPLETION AWARD: Technical Certificate (One Year)					**40**
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
HRT 2413	Hospitality Supervision	3	0	0	3
CUT 2124	Principles of Baking	2	4	0	4
TOTAL					17
2nd Year	**2nd Semester**				
	Mathematics/Science Elective	3	0	0	3
HRT 2121	Leadership Development IV	1	0	0	1
CUT 2163	Restaurant and Catering Operations	3	0	0	3
CUT 2213	Garde Manger	1	4	0	3
CUT 2214	Continental and Classical Cuisine	2	4	0	4
	Approved Electives				3
TOTAL					17
COMPLETION AWARD: Associate in Applied Science Degree					**74**

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

Program Description: The Hotel and Restaurant Management Technology program prepares graduates for a wide range of entry-level management positions in hotels, motels and restaurants, including food and beverage, front office, housekeeping, marketing and sales.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
HRT 1111	Leadership Development I	1	0	0	1
HRT 1113	Introduction to Hospitality Industry	3	0	0	3
HRT 1213	Sanitation & Safety	3	0	0	3
HRT 1613	Hospitality Human Resources Management	3	0	0	3
TOTAL					16

1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
HRT 1121	Leadership Development II	1	0	0	1
HRT 1313	Housekeeping Management	3	0	0	3
HRT 1413	Front Office Procedures	3	0	0	3
HRT 1514	Food Production and Service	2	4	0	4
TOTAL					18
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
ACC 1213	Principles of Accounting I	3	0	0	3
HRT 2111	Leadership Development III	1	0	0	1
HRT 2413	Hospitality Supervision	3	0	0	3
HRT 2523	Food and Beverage Management	2	2	0	3
TOTAL					16
2nd Year	**2nd Semester**				
	Math/Science Elective				3
BAD 2413	Legal Environment of Business I	3	0	0	3
HRT 2121	Leadership Development IV	1	0	0	1
HRT 2623	Marketing Hospitality Services	3	0	0	3
HRT 2713	Food and Beverage Control	3	0	0	3
HRT 2816	Hotel/Restaurant Internship	0	2	15	6
TOTAL					19

COMPLETION AWARD: Associate in Applied Science Degree **69**

INTERPRETER TRAINING TECHNOLOGY

Program Description: This is a two-year program which prepares students to interpret for Hearing Impaired individuals in educational, medical, job-related, and various other settings.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
IDT 1113	Introduction to Interpreting	3	0	0	3
IDT 1123	Psycho-social Aspects of Deafness	3	0	0	3
IDT 1131	Expressive and Receptive Fingerspelling	1	0	0	1
IDT 1164	American Sign Language I	3	2	0	4
TOTAL					17
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
IDT 1173	Transliterating I	3	0	0	3
IDT 1174	American Sign Language II	3	2	0	4
IDT 1193	Orientation to Deafness	3	0	0	3
TOTAL					16
2nd Year	**1st Semester**				
	Math or Science Elective				3
SOC 2113	Introduction to Sociology	3	0	0	3
IDT 2123	American Sign Language III	3	0	0	3
IDT 2153	Interpreting in Special Situations	3	0	0	3
IDT 2173	Interpreting	3	0	0	3
IDT 2183	Transliterating II	3	0	0	3
TOTAL					18

2nd Year	**2nd Semester**				
	Elective				3
IDT 2163	Sign to Voice Interpreting	3	0	0	3
IDT 2223	Educational Interpreting	3	0	0	3
IDT 2426	Interpreting Practicum	1	0	15	6
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**66**
Approved Electives					
IDT 2313	Linguistics of American Sign Language	3	0	0	3
IDT 2323	Artistic Interpreting	3	0	0	3
IDT 2333	Legal Interpreting	3	0	0	3
IDT 2343	Multi-cultural Aspects of Hearing Impairment	3	0	0	3
IDT 2353	Etymology for Interpreters	3	0	0	3

LANDSCAPE MANAGEMENT TECHNOLOGY (1 + 1)

Program Description: The Landscape Management Technology program is designed to provide students with skills which could lead to employment in the landscape maintenance and landscape construction industries. Specific instruction is offered in the areas of landscape design; selection and care of plant materials; hard construction including concrete, wood, electrical and plumbing; equipment use and maintenance; and business management. Students may find employment with private landscape maintenance and construction firms, nursery and garden centers, interiorscaping firms, government agencies such as colleges and park systems, golf courses, and large business or industrial complexes.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
BOT 1313	Business Mathematics	3	0	0	3
BIO 1313	Botany I	3	0	0	3
BIO 1311	Botany Laboratory I	0	2	0	1
HLT 1114	Plant Materials I	2	4	0	4
HLT 1411	Survey of Landscape Management	1	0	0	1
HLT 1513	Landscape Design I	1	4	0	3
HLT 1614	Landscape Equipment Operation & Maintenance	3	2	0	4
TOTAL					19
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
DDT 1413	Surveying Practice I	2	2	0	3
AGT 1111	Survey of Agriculture Technology	1	0	0	1
HLT 1124	Plant Materials II	2	4	0	4
HLT 1523	Landscape Design II	1	4	0	3
HLT 1813	Turfgrass Management	2	2	0	3
TOTAL					17
Summer Session					
HLT 2913	Internship in Landscape Management I	0	0	9	3
HLT 2923	Internship in Landscape Management II	0	0	9	3
TOTAL					6
COMPLETION AWARD: Technical Certificate (One Year)					**42**
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective				3
CPT 1114	Introduction to Computers	3	2	0	4
AGT 1613	Agricultural Records (or BOT 1433 or ACC 1213)	3	0	0	3
HLT 1713	Landscape Construction	1	4	0	3
HLT 2113	Ornamental and Turf Pest Management	2	2	0	3
TOTAL					16

2nd Year	2nd Semester				
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
AGT 1714	Applied Soils Conservation & Use	3	2	0	4
HLT 2124	Landscape Maintenance and Weed Control	2	4	0	4
HLT 2313	Landscape Business Management	2	2	0	3
TOTAL					17

COMPLETION AWARD: Associate in Applied Science Degree **75**

MARKETING MANAGEMENT TECHNOLOGY
FASHION MERCHANDISING TECHNOLOGY OPTION

Program Description: The Fashion Merchandising Technology program of study is designed to provide specialized occupational instruction in all phases of fashion merchandising in order to prepare students for careers as managers/supervisors in the fashion merchandising field. A combination of classwork and practical experience is stressed.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
MMT 1113	Principles of Marketing	3	0	0	3
MMT 1243	Simulated Business Training I	3	0	0	3
MMT 2223	Retail Management	3	0	0	3
	Elective				1
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
MMT 1313	Salesmanship	3	0	0	3
MMT 1413	Merchandising	3	0	0	3
	Elective				1
TOTAL					16
2nd Year	**1st Semester**				
	Math/Science Elective				3
FMT 1213	Fashion Merchandising	3	0	0	3
FMT 1233	Fashion Buying	2	2	0	3
FMT 2213	Fashion Modeling	3	0	0	3
MMT 2513	Entrepreneurship	2	2	0	3
	Elective				1
TOTAL					16
2nd Year	**2nd Semester**				
FMT 1113	Fashion Design Fundamentals	2	2	0	3
FMT 1313	Textiles in Fashion	3	0	0	3
FMT 2413	Visual Merchandising	2	2	0	3
MMT 1423	Advertising	2	2	0	3
MMT 2263	Simulated Business Training II	3	0	0	3
	Elective				1
TOTAL					16

COMPLETION AWARD: Associate in Applied Science Degree **64**

Suggested Electives

MMT 1211	Professional Development I	1	0	0	1
MMT 1221	Professional Development II	1	0	0	1
MMT 2211	Professional Development III	1	0	0	1
MMT 2221	Professional Development IV	1	0	0	1

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION

Program Description: The Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. A combination of classwork and practical experience in stressed.

Campus Location(s): Rankin and Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
MMT 1113	Principles of Marketing	3	0	0	3
MMT 1243	Simulated Business Training I	3	0	0	3
MMT 2223	Retail Management	3	0	0	3
	Elective				1
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
MMT 1313	Salesmanship	3	0	0	3
MMT 1413	Merchandising	3	0	0	3
	Elective				1
TOTAL					16
2nd Year	**1st Semester**				
	Math/Science Elective				3
FMT 2413	Visual Merchandising	2	2	0	3
MMT 1213	Principles of Management	3	0	0	3
MMT 2173	Sales Management	3	0	0	3
MMT 2513	Entrepreneurship	2	2	0	3
	Elective				1
TOTAL					16
2nd Year	**2nd Semester**				
MMT 1423	Advertising	2	2	0	3
MMT 2233	Human Resource Management	3	0	0	3
MMT 2243	Marketing Management Decision Making	3	0	0	3
MMT 2263	Simulated Business Training II	3	0	0	3
	ELective				4
TOTAL					16

COMPLETION AWARD: Associate in Applied Science Degree **64**

Suggested Electives

ACC 1213	Principles of Accounting I	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
ECO 2113	Principles of Economics I	3	0	0	3
FMT 1113	Fashion Design Fundamentals	2	2	0	3
FMT 1313	Textiles in Fashion	3	0	0	3

FMT 2213	Fashion Modeling	3	0	0	3
MMT 1211	Professional Development I	1	0	0	1
MMT 1221	Professional Development II	1	0	0	1
MMT 2211	Professional Development III	1	0	0	1
MMT 2221	Professional Development IV	1	0	0	1

MARKETING MANAGEMENT TECHNOLOGY
REAL ESTATE TECHNOLOGY OPTION
(Evening Classes Only)

Program Description: The Real Estate Technology Option in the Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of real estate in order to prepare students for careers as real estate agents and brokers. A combination of classwork and practical experience is stressed.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
MMT 1113	Principles of Marketing	3	0	0	3
MMT 1243	Simulated Business Training I	3	0	0	3
MMT 2223	Retail Management	3	0	0	3
	Elective				1
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
MMT 1313	Salesmanship	3	0	0	3
MMT 1413	Merchandising	3	0	0	3
	Elective				1
TOTAL					16
2nd Year	**1st Semester**				
	Math/Science Elective	3	0	0	3
MMT 1213	Principles of Management	3	0	0	3
MMT 1423	Advertising	2	2	0	3
MMT 2173	Sales Management	3	0	0	3
MMT 2233	Human Resource Management	3	0	0	3
MMT 2713	Principles of Real Estate	3	0	0	3
TOTAL					18
2nd Year	**2nd Semester**				
MMT 2723	Real Estate Law	3	0	0	3
MMT 2733	Real Estate Sales	3	0	0	3
MMT 2743	Real Estate Appraisal	3	0	0	3
MMT 2753	Real Estate Finance	3	0	0	3
	Elective				3
TOTAL					15
COMPLETION AWARD: Associate in Applied Science Degree					**65**
Suggested Electives					
ACC 1213	Principles of Accounting I	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
ECO 2113	Principles of Economics I	3	0	0	3
MMT 2763	Real Estate Practice	3	0	0	3

MECHANICAL TECHNOLOGY
(Offered Through Industrial Services Only)

Program Description: The Mechanical Technology curriculum is designed to develop technicians who can function in a wide range of industrial and manufacturing positions. During the second year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control for specialization.

Campus Location(s): Raymond Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
DDT 1113	Introduction to Drafting	2	2	0	3
MCT 1403	Fundamentals of Machine Shop	2	2	0	3
MCT 1614	Manufacturing Processes I	2	4	0	4
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
DDT 1123	Machine Drafting I	2	2	0	3
MCT 1623	Materials of Industry	3	0	0	3
MCT 1634	Manufacturing Processes II	2	4	0	4
TOTAL					16
2nd Year	**1st Semester**				
	Behavioral/Social Science Elective	3	0	0	3
PHY 2414	General Physics I	3	2	0	4
	Mechanical Technology Electives				9
TOTAL					16
2nd Year	**2nd Semester**				
PHY 2424	General Physics II	3	2	0	4
SPT 1113	Oral Communications	3	0	0	3
	Mechanical Technology Electives				9
TOTAL					16
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Approved Electives					
MCT 1413	Industrial Safety	3	0	0	3
MCT 1443	Basic Electricity	3	0	0	3
MCT 1643	Inspection Techniques	2	2	0	3
MCT 2213	Labor Law for Supervisors	3	0	0	3
MCT 2623	Introduction to Quality Control	3	0	0	3
MCT 2633	Physical Testing	1	4	0	3
MCT 2643	Mechanisms	2	2	0	3
MCT 2653	Metallurgy	2	2	0	3
MCT 2663	Motion and Time	2	2	0	3
MCT 2673	Hydraulics and Pneumatics	2	2	0	3
MCT 2683	Strength of Materials	2	2	0	3
MCT 2694	Production Planning and Problems	1	6	0	4
MCT 2713	Principles of Supervision	3	0	0	3
MCT 2723	Statistical Concepts	3	0	0	3
MCT 2773	Job Analysis	3	0	0	3
MCT 2783	Labor Relations	3	0	0	3

MEDIA TECHNOLOGY

Program Description: Students who successfully complete the Media Technology program will be able to operate an educational media program and equipment used in a television studio.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MDT 1113	Introduction to Radio & TV Production	3	0	0	3
MDT 1213	Operation & Maintenance of AV Equipment	2	2	0	3
MDT 1323	Electronics for Media	2	2	0	3
	Elective				3
TOTAL					15
1st Year	**2nd Semester**				
	Behavioral/Social Science Elective				3
ENG 1123	English Composition II	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
MDT 1244	Introduction to Mass Communication	4	0	0	4
MDT 1314	Fundamentals of Television Production	2	4	0	4
TOTAL					17
2nd Year	**1st Semester**				
SPT 1113	Oral Communications	3	0	0	3
MDT 2324	Intermediate Television Production	2	4	0	4
MDT 2414	Fundamentals of Audio Production	1	6	0	4
	Elective				3
TOTAL					14
2nd Year	**2nd Semester**				
MDT 2234	Instructional Graphics	2	4	0	4
MDT 2243	Cataloging Non-Print Material	2	2	0	3
MDT 2334	Advanced Television Production	1	6	0	4
MDT 2424	Editing	3	2	0	4
	Elective				3
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**64**
Approved Electives					
DDT 1113	Introduction to Drafting	2	2	0	3
EET 1116	AC-DC Circuits	3	6	0	6
MDT 2513	Principles of Photography	2	2	0	3

MEDICAL ASSISTING TECHNOLOGY

Program Description: The Medical Assistant is an individual who assists physicians in their offices or other medical settings. A wide range of duties is included in many aspects of the physician's practice. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management.

Campus Location(s): Rankin Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
TOTAL					2
1st Year	**1st Semester**				
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Lab I	0	2	0	1
ENG 1113	English Composition I	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
MRT 1213	Medical Terminology	3	0	0	3
MET 1112	Introduction to Medical Assisting	2	0	0	2
TOTAL					16
1st Year	**2nd Semester**				
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2521	Human Anatomy an Physiology Lab II	0	2	0	1
MRT 1322	Medical Transcription	1	2	0	2
MET 1314	Medical Business Practices	3	2	0	4
MET 1412	Clinical Procedures I	1	2	0	2
MET 1513	Medical Law and Ethics	3	0	0	3
TOTAL					15
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
ACC 1113	Secretarial Accounting	3	0	0	3
MET 2524	Medical Insurance	3	2	0	4
MET 2614	Medical Laboratory for Medical Assistants	3	2	0	4
TOTAL					17
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BOT 2813	Business Communications	3	0	0	3
MET 2422	Clinical Procedures II	1	2	0	2
MET 2432	Clinical Review	2	0	0	2
MET 2713	Pharmaceutical Principles	3	0	0	3
MET 2915	Externship	0	0	20	5
TOTAL					18

COMPLETION AWARD: Associate in Applied Science Degree **68**

Note: 1) AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses.

MEDICAL LABORATORY TECHNOLOGY

Program Description: The Medical Laboratory program prepares individuals to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. Included are routine laboratory procedures and tasks in the areas of hematology, bacteriology, immunohematology, chemistry, parasitology, serology, and urinalysis. Graduates may become a registered Medical Laboratory Technician upon passing the national examination. This program is accredited by the (AMA-CAHEA) National Accrediting Agency for Clinical Laboratory Sciences.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Sesson					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
TOTAL					2

1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2511	Human Anatomy & Physiology Lab I	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Lab	0	2	0	1
MLT 1111	Introduction to Medical Laboratory Technology/Phlebotomy	0	2	0	1
MLT 1212	Urinalysis/Body Fluids	1	2	0	2
MLT 1313	Hematology I	2	2	0	3
TOTAL					17
1st Year	**2nd Semester**				
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
BIO 2521	Human Anatomy & Physiology Lab II	0	2	0	1
MLT 1324	Hematology II	3	2	0	4
MLT 1413	Immunology/Serology	2	2	0	3
MLT 2612	Parasitology	1	2	0	2
MLT 2714	Pathogenic Microbiology	2	4	0	4
TOTAL					17
Summer Session					
MAT 1313	College Algebra	3	0	0	3
CHE 1211	General Chemistry Laboratory I	0	3	0	1
CHE 1213	General Chemistry I	3	0	0	3
TOTAL					7
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
MLT 1515	Clinical Chemistry	3	4	0	5
MLT 2424	Immunohematology	2	4	0	4
TOTAL					18
2nd Year	**2nd Semester**				
MLT 2816	Clinical Practice I	2	0	16	6
MLT 2826	Clinical Practice II	2	0	16	6
TOTAL					12
Summer Session					
MLT 2836	Clinical Practice III	2	0	16	6
TOTAL					6
COMPLETION AWARD: Associate in Applied Science Degree					**79**

Note: AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking this course.

MEDICAL RECORD TECHNOLOGY
(Health Information Management Technology)

Program Description: Medical Record Technology is a two year program leading to an Associate in Applied Science Degree which prepares the individual to work as a technical specialist in health record systems. Medical record technicians are found in various settings, some of which are hospitals; ambulatory, long term and mental health clinics; state and federal health agencies; research centers; insurance companies and private industry. Graduates of the Medical Record Technology Program may take a national certification examination to receive the Accredited Record Technician (ART) credential. This program is accredited by the Committee of Allied Health Education and Accreditation in collaboration with the American Health Information Management Association.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Lab I	0	2	0	1
BOT 1133	Information Processing	2	2	0	3
MRT 1114	Medical Record Science I	3	2	0	4
MRT 1213	Medical Terminology	3	0	0	3
TOTAL					17
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2521	Human Anatomy and Physiology Lab II	0	2	0	1
BOT 1123	Word Processing Applications	2	2	0	3
MRT 1123	Medical Record Science II	2	2	0	3
MRT 1413	Introduction to Disease I	3	0	0	3
TOTAL					16
2nd Year	**1st Semester**				
SPT 1113	Oral Communications	3	0	0	3
MRT 1322	Medical Transcription	1	2	0	2
MRT 1513	Medical Record Directed Practice I	0	0	12	3
MRT 2133	Medical Record Science III	2	2	0	3
MRT 2423	Introduction to Disease II	3	0	0	3
MRT 2613	Coding and Classification Systems I	2	2	0	3
TOTAL					17
2nd Year	**2nd Semester**				
PSY 1513	General Psychology I	3	0	0	3
MRT 2143	Medical Record Science IV	2	2	0	3
MRT 2523	Medical Record Directed Practice II	0	0	12	3
MRT 2623	Coding and Classification Systems II	2	2	0	3
MRT 2713	Medical Record Department Management	3	0	0	3
TOTAL					15

COMPLETION AWARD: Associate in Applied Science Degree **65**

PARALEGAL TECHNOLOGY

Program Description: The Paralegal Technology Program is designed for the student who aspires to become qualified to assist an attorney in the delivery of legal services. The program will familiarize the student with substantive and procedural law, ethics, professional restrictions and the legal system. Students completing this program may choose to work in any law-related field, i.e. legal firm, business, industry or government.

Campus Location(s): Jackson Campus-Academic/Technical Center and Raymond Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BOT 1313	Business Mathematics	3	0	0	3
LET 1113	Legal Systems and Terminology	3	0	0	3
LET 1513	Family Law	3	0	0	3
	Approved Elective				3
TOTAL					15

1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BAD 2413	Legal Environment of Business I	3	0	0	3
BOT 1123	Word Processing Applications	2	2	0	3
LET 1213	Legal Research	3	0	0	3
LET 2523	Administrative Law & Bankruptcy	3	0	0	3
TOTAL					15
2nd Year	**1st Semester**				
	Math/Science Elective				3
CRJ 2413	Administration of Criminal Justice I	3	0	0	3
BOT 2813	Business Communications	3	0	0	3
LET 1713	Legal Writing	2	2	0	3
LET 2453	Real Property I and Wills and Estates	3	0	0	3
LET 2633	Paralegal Skills Applications	2	2	0	3
TOTAL					18
2nd Year	**2nd Semester**				
	Behavioral/Social Science Elective	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
LET 1313	Civil Litigation	2	2	0	3
LET 2323	Torts	3	0	0	3
	Approved Electives				6
TOTAL					18
COMPLETION AWARD: Associate in Applied Science Degree					**66**

Approved Electives

BAD 2423	Legal Environment of Business II	3	0	0	3
LET 2463	Real Property II	2	2	0	3
LET 2923	Internship for Paralegal	0	0	9	3

PHYSICAL THERAPIST ASSISTANT

Program Description: The Physical Therapist Assistant curriculum is a two-year program of study designed to prepare students for employment as a health care provider who works under the supervision of a licensed Physical Therapist. Physical Therapist Assistants help care for patients with amputees, burns, cardiac, orthopedic, neurologic disorders and spinal cord injuries. The Associate in Applied Science Degree is earned upon successful completion of the program.

Campus Location(s): Jackson Campus - Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Lab I	0	2	0	1
MAT 1313	College Algebra	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SPT 1113	Oral Communication	3	0	0	3
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2421	Human Anatomy and Physiology Lab II	0	2	0	1
PHY 2414	General Physics I	3	2	0	4
EPY 2533	Growth and Development Throughout Lifespan	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
TOTAL					17

2nd Year	**1st Semester**				
PTT 1213	Introduction to Physical Therapy Assisting	3	0	0	3
PTT 2114	Kinesiology	4	0	0	4
PTT 2126	Therapeutic Modalities II	3	6	0	6
PTT 2133	Clinical Experience I	1	0	8	3
TOTAL					16
2nd Year	**2nd Semester**				
PTT 2214	Therapeutic Modalities II	3	2	0	4
PTT 2224	Neuromuscular Diseases	3	2	0	4
PTT 2234	Therapeutic Exercise and Rehabilitation	2	4	0	4
PTT 2245	Clinical Experience II	1	0	16	5
TOTAL					17
2nd Year	**Summer**				
PTT 2255	Clinical Experience III	1	0	16	5
TOTAL					5

Completion Award: Associate in Applied Science Degree — Total Hours **71**

POSTAL MANAGEMENT TECHNOLOGY
(Primarily Intended for Postal Service Personnel)

Program Description: The Postal Management Technology program is an in-service training and staff development program for postal service employees.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
	Math/Science Elective				3
ENG 1113	English Composition I	3	0	0	3
ECO 2113	Principles of Economics I	3	0	0	3
CPT 1114	Introduction to Computers	3	2	0	4
PMT 1113	History & Organization of Postal Service	3	0	0	3
TOTAL					16
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
ECO 2123	Principles of Economics II	3	0	0	3
PMT 1123	Employee & Labor Relations	3	0	0	3
PMT 1133	Finance	3	0	0	3
TOTAL					15
2nd Year	**1st Semester**				
SOC 2113	Introduction to Sociology	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
ACC 1213	Principles of Accounting I	3	0	0	3
MMT 2233	Human Resource Management	3	0	0	3
PMT 2113	Mail Processing	3	0	0	3
PMT 2213	Postal Management Seminar I	3	0	0	3
TOTAL					18

2nd Year	**2nd Semester**				
ACC 1223	Principles of Accounting II	3	0	0	3
PMT 2123	Customer Services	3	0	0	3
PMT 2133	Postal Problem Analysis	3	0	0	3
PMT 2223	Postal Management Seminar II	3	0	0	3
	Elective				3
TOTAL					15

COMPLETION AWARD: Associate in Applied Science Degree **64**

QUALITY ASSURANCE TECHNOLOGY
Inspection & Testing Technology Option
(NOTE: Implementation subject to state approval and funding.)

Program Description: The Inspection and Testing Technology curriculum is designed to develop Quality Control Inspectors and Non-Destructive Testing Technicians for employment in a wide range of industry environments including: a) power plants (nuclear & fossil), b) chemical plants, c) oil fields, d) refineries and e) manufacturing. Upon completion of the program, including the 3-month on-site internship work experience, graduate technicians become eligible for certification as a Certified Quality Control Inspector Level I and Certified Non-Destructive Testing Technician Level I. In addition, they will have met the education/training requirements for Level II certification which can be accorded following an additional nine (9) months of work experience.

Campus Location(s): Jackson Campus-Academic/Technical Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
CHE 1211	General Chemistry I Lab	0	3	0	1
CHE 1213	General Chemistry I	3	0	0	3
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
QAT 1113	Introduction to Quality Assurance & Control	2	2	0	3
TOTAL					17
1st Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
MAT 1323	Trigonometry	3	0	0	3
QAT 1213	Statistical Process Control	2	2	0	3
QAT 1313	Drawings & Specifications	2	2	0	3
QAT 1413	Inspection & Testing Technology	2	2	0	3
QAT 1513	Properties of Materials	2	2	0	3
TOTAL					18
Summer Session (12 weeks)					
QAT 1616	Internship Work Experience (on-site)	0	0	18	6
QAT 1623	Internship Seminar (optional on-site)	3	0	0	3
TOTAL					9
2nd Year	**1st Semester**				
SPT 1113	Oral Communication	3	0	0	3
PHY 2414	General Physics I	3	2	0	4
QAT 2114	Non-Destructive Testing I	3	2	0	4
QAT 2213	Inspection Techniques I	2	2	0	3
	Elective	3	0	0	3
TOTAL					17

2nd Year	**2nd Semester**				
	Behavioral/Social Science Elective	3	0	0	3
MCT 1413	Industrial Safety	3	0	0	3
QAT 2124	Non-Destructive Testing II	3	2	0	4
QAT 2223	Inspection Techniques II	2	2	0	3
	Elective	3	0	0	3
TOTAL					16

COMPLETION AWARD: Associate in Applied Science Degree **77**

RADIOGRAPHY TECHNOLOGY
(Radiologic Technology)

Program Description: This program is designed as a college-level associate degree path for those people who have completed a CAHEA/JRCERT accredited diploma program in Radiography (Radiology) Technology after 1969 and are currently certified as a Registered Radiologic Technologist by the American Registry of Radiologic Technologists. Credit for RGT 2932 (32 semester hours) is recorded and the Associate in Applied Science Degree is awarded upon completion of the following: (1) completion of the prescribed 32 semester hours of general and related education (12 semester hours of which must be completed at Hinds Community College), (2) receipt of an official program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school or agency awarding the diploma, and (3) receipt of an official document from the American Registry of Radiologic Technologists confirming current registration.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
MAT 1313	College Algebra	3	0	0	3
BIO 2513	Human Anatomy & Physiology I	3	0	0	3
BIO 2511	Human Anatomy & Physiology Lab I	0	2	0	1
SPT 1113	Oral Communications	3	0	0	3
CSC 1113	Introduction to Computer Concepts (or CPT 1114)	3	0	0	3
TOTAL					16
1st Year	**2nd Semester**				
	Behavioral/Social Science Electives				6
	Math/Science Elective				3
ENG 1123	English Composition II	3	0	0	3
BIO 2523	Human Anatomy & Physiology II	3	0	0	3
BIO 2521	Human Anatomy & Physiology Lab II	0	2	0	1
TOTAL					16
2nd Year					
RGT 2932	Radiography Technology Program Completion & Registration				32
GRAND TOTAL					**64**

COMPLETION AWARD: Association in Applied Science Degree

RESPIRATORY CARE TECHNOLOGY (1 + 1)

Program Description: The Respiratory Care Technology Program prepares the individual to administer respiratory care under the direction of a physician, evaluate the patient's progress, and make recommendations for respiratory therapy. Included is instruction in ventilatory therapy, cardio-respiratory rehabilitation, micro-environmental control, and diagnostic testing of the respiratory system. The two levels of education recognized by the National Board of Respiratory Therapy are a) the certification level student (technician) and b) the registry level student (therapist). This program is accredited by the (AMA-CAHEA) Joint Review Committee for Respiratory Therapy Education.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
Summer Session					
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Lab I	0	2	0	1
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2521	Human Anatomy and Physiology Lab II	0	2	0	1
AHT 1012	Essential Skills for Allied Health	2	0	0	2
TOTAL					10
1st Year	**1st Semester**				
SPT 1113	Oral Communications	3	0	0	3
RCT 1114	Respiratory Care Science	3	2	0	4
RCT 1216	Respiratory Care Technology I	2	8	0	6
RCT 1313	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCT 1412	Patient Assessment	2	0	0	2
TOTAL					18
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
RCT 1224	Respiratory Care Technology II	3	2	0	4
RCT 1322	Pulmonary Function Testing	1	2	0	2
RCT 1516	Clinical Practice I	0	0	24	6
TOTAL					15
Summer Session					
RCT 1524	Clinical Practice II	0	0	16	4
TOTAL					4
COMPLETION AWARD: Technical Certificate (One Year)					**47**
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
CHE 1311	Principles of Chemistry Laboratory I	0	3	0	1
CHE 1313	Principles of Chemistry I	3	0	0	3
CSC 1113	Introduction to Computer Concepts (or CPT 1114)	3	0	0	3
RCT 2234	Respiratory Care Technology III	3	2	0	4
RCT 2333	Cardiopulmonary Pathology	3	0	0	3
RCT 2532	Clinical Practice III	0	0	8	2
TOTAL					19
2nd Year	**2nd Semester**				
ENG 1123	English Composition II	3	0	0	3
RCT 2343	Cardiopulmonary Life Support	2	2	0	3
RCT 2544	Clinical Practice IV	0	0	16	4
RCT 2612	Neonatal/Pediatrics Management	2	0	0	2
	Approved Electives				4
TOTAL					16
COMPLETION AWARD: Associate In Applied Science Degree					**82**

Note: AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses.

SUPERVISION AND MANAGEMENT TECHNOLOGY
(Offered Through Industrial Services Only)

Program Description: The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government areas where currently employed.

Campus Location(s): Raymond Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
MAT 1313	College Algebra	3	0	0	3
ECO 2113	Principles of Economics I	3	0	0	3
MMT 1213	Principles of Management	3	0	0	3
MCT 1413	Industrial Safety	3	0	0	3
MCT 2713	Principles of Supervision	3	0	0	3
TOTAL					15
1st Year	**2nd Semester**				
ENG 1113	English Composition I	3	0	0	3
ACC 1213	Principles of Accounting I	3	0	0	3
MMT 2233	Human Resource Management	3	0	0	3
MCT 2663	Motion & Time	2	2	0	3
MCT 2694	Production Planning & Problems	1	6	0	4
TOTAL					16
2nd Year	**1st Semester**				
ENG 1123	English Composition II	3	0	0	3
PSY 1513	General Psychology I	3	0	0	3
SOC 2113	Introduction to Sociology	3	0	0	3
MCT 2623	Introduction to Quality Control	3	0	0	3
	Elective				3
TOTAL					15
2nd Year	**2nd Semester**				
CPT 1114	Introduction to Computers (or CSC 1113)	3	2	0	4
SPT 1113	Oral Communications	3	0	0	3
MCT 2213	Labor Law for Supervisors	3	0	0	3
MCT 2773	Job Analysis	3	0	0	3
MCT 2783	Labor Relations	3	0	0	3
	Elective				3
TOTAL					19
COMPLETION AWARD: Associate in Applied Science Degree					**65**

SURGICAL TECHNOLOGY (1 + 1)

Program Description: Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Graduates of the program receive a certificate from the college and are eligible to take the National Certifying examination to become Certified Surgical Technologists (CST). This program is accredited by the (AMA-CAHEA) Accreditation Review Committee on Education in Surgical Technology.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
TOTAL					2

1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
SUT 1113	Introduction to Surgical Technology	3	0	0	3
SUT 1216	Principles of Surgical Technique	2	8	0	6
SUT 1314	Surgical Anatomy	3	2	0	4
SUT 1413	Surgical Microbiology	3	0	0	3
TOTAL					19
1st Year	**2nd Semester**				
	Math/Science Elective				3
SUT 1517	Basic and Related Surgical Procedures	4	0	12	7
SUT 1527	Specialized Surgical Procedures	4	0	12	7
TOTAL					17
Summer Session					
SUT 1537	Advanced Surgical Procedures	4	0	12	7
TOTAL					7
COMPLETION AWARD: Technical Certificate (One Year)					**45**
2nd Year	**1st Semester**				
	Social/Behavioral Science Elective	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
SPT 1113	Oral Communications	3	0	0	3
BIO 2513	Human Anatomy and Physiology I	3	0	0	3
BIO 2511	Human Anatomy and Physiology Lab I	0	2	0	1
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Lab	0	2	0	1
TOTAL					17
2nd Year	**2nd Semester**				
BIO 2523	Human Anatomy and Physiology II	3	0	0	3
BIO 2521	Human Anatomy and Physiology Lab II	0	2	0	1
TOTAL					4
COMPLETION AWARD: Associate in Applied Science Degree					**66**

Note: 1) AHT 1012 Essential Skills for Allied Health may be taken concurrently with 1st Year-1st Semester courses.

VETERINARY TECHNOLOGY (1 + 1)
(In Cooperation With Mississippi State University College of Veterinary Medicine)

Program Description: The Veterinary Technology program is a one-plus-one program offered by the Agriculture Department of Hinds Community College and the College of Veterinary Medicine at Mississippi State University. The first year is taught at Hinds Community College and the second year is taught at Mississippi State University. This program is accredited by the American Veterinary Medical Association. Graduates may become a Certified Veterinary Technician upon passing the certification examination offered by the Mississippi Veterinary Medical Board. Employment opportunities for Veterinary Technicians include: small and large animal practices, medical research; pharmaceutical research; wildlife rehabilitation; humane societies; zoological parks; and government agencies.

Campus Location(s): Raymond Campus (1st year)
Mississippi State University College of Veterinary Medicine (2nd year)

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
ENG 1113	English Composition I	3	0	0	3
BIO 2923	Microbiology	3	0	0	3
BIO 2921	Microbiology Lab	0	2	0	1
VAT 1111	Veterinary Mathematics Calculations	1	0	0	1
VAT 1213	Animal Restraint and Medication	2	2	0	3
VAT 1314	Animal Anatomy and Physiology	3	2	0	4
VAT 1414	Surgical and Hospital Techniques I	3	2	0	4
TOTAL					19
1st Year	**2nd Semester**				
	Behavioral/Social Science Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
ENG 1123	English Composition II	3	0	0	3
VAT 1424	Surgical and Hospital Techniques II	3	2	0	4
VAT 1513	Animal Parasites and Diseases	3	0	0	3
VAT 1613	Clinical Pathology	2	2	0	3
TOTAL					19
2nd Year-Rotations at MSU-CVM					
VAT 2214	Small Animal Health Assessment Service				4
VAT 2224	Small Animal Medicine				4
VAT 2234	Large Animal Clinic				4
VAT 2244	Field Services				4
VAT 2254	Small Animal Surgery				4
VAT 2264	Anesthesia				4
VAT 2274	Radiology				4
VAT 2284	Laboratory Services				4
VAT 2294	Pharmacy Service/Necropsy				4
VAT 2174	Laboratory Animals				4
VAT 2184	Internship				4
TOTAL					44

COMPLETION AWARD: Associate in Applied Science Degree **82**

Note: 1) A minimum G.P.A. of 2.0 with no grade less than a "C" in any VAT course must be obtained before the student can enroll in the rotation program at Mississippi State University.

TECHNICAL COURSE DESCRIPTIONS

AGRIBUSINESS MANAGEMENT TECHNOLOGY

AGT 1111 Survey of Agricultural Technology 1 SH

(Prerequisite: None) A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lectures and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. (1 hr lecture)

AGT 1214 Applied Principles of Animal Production 4 SH

(Prerequisite: None) A course to provide students with basic principles related to the production of farm animals. Includes instruction in the basic production cycle, breeding, nutrition, and health of beef and dairy cattle, hogs, poultry, and catfish. (3 hr lecture, 2 hr lab)

AGT 1313 Applied Principles of Plant Production 3 SH

(Prerequisite: None) A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction on photosynthesis and transpiration, plant nutrition, pest control, and reproduction. (2 hr lecture, 2 hr lab)

AGT 1413 Principles of Agricultural Management 3 SH

(Prerequisite: None) A course which provides instruction in organization and structure of agricultural businesses, decision-making and the planning process for farming operations. (2 hr lecture, 2 hr lab)

AGT 1513 Principles of Agricultural Marketing 3 SH

(Prerequisite: None) An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. (3 hr lecture)

AGT 1613 Agricultural Records 3 SH

(Prerequisite: None) An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. (3 hr lecture)

AGT 1714 Applied Soils Conservation and Use 4 SH

(Prerequisite: None) A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. (3 hr lecture, 2 hr lab)

AGT 2113 Supervised Agricultural Experience I 3 SH

(Prerequisite: Sophomore standing) This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor. (9 hr supervised work experience)

AGT 2123 Supervised Agricultural Experience II 3 SH

(Prerequisite: Sophomore standing) This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor. (9 hr supervised work experience)

AGT 2163 Special Problem in Agricultural Business Management 3 SH

(Prerequisite: Sophomore standing) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (6 hr lab)

AGT 2213 Agricultural Sales 3 SH

(Prerequisite: None) A course in the advertising, sales, and promotion of agricultural supplies and services. (3 hr lecture)

AGT 2313 Human Relations in Agribusiness 3 SH

(Prerequisite: None) A course to study human relations as related to agricultural occupations. Includes instruction on topics such as morale, burnout, stress, work habits, and communications. (3 hr lecture)

AGT 2363 Crop Production 3 SH

(Prerequisite: AGT 1313) This course is a study of crop production techniques including tillage and planting, pest control, and marketing practices. Specific crops to be studied in the course to be determined by the local instructor. (2 hr lecture, 2 hr lab)

AGT 2663 Applied Animal Nutrition 3 SH

(Prerequisite: AGT 1214) A comprehensive course of study on the practical principles and applications of nutrition. (2 hr lecture, 2 hr lab)

AGT 2713 Beef Production I **3 SH**

(Prerequisite: AGT 1214) A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. (2 hr lecture, 2 hr lab)

AGT 2723 Beef Production II **3 SH**

(Prerequisite: AGT 2713) A continuation of Beef Production I with emphasis on management, herd health, and marketing. (2 hr lecture, 2 hr lab)

ALLIED HEALTH

AHT 1012 Essential Skills for Allied Health **2 SH**

(Prerequisite: None) This course is composed of the prerequisite essential skills necessary for success in the allied health programs. It is designed for students with no previous training the field. (2 hr lecture)

AHT 1021 Essential Skills for Allied Health Lab **1 SH**

(Prerequisite: AHT 1012) This is an accompanying lab for AHT 1012 for Practical Nursing students. (2 hr lab)

BANKING AND FINANCE TECHNOLOGY

BFT 1113 Principles of Banking **3 SH**

(Prerequisite: None) Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)

BFT 1123 Money and Banking **3 SH**

(Prerequisite: None) Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

BFT 1133 Bank Management **3 SH**

(Prerequisite: None) New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

BFT 1143 Savings and Time Deposit Banking **3 SH**

(Prerequisite: None) Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences. (3 hr lecture)

BFT 1153 Writing for Results: Written Communication for Bankers **3 SH**

(Prerequisite: None) For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

BFT 1163 Supervision and Personnel Administration **3 SH**

(Prerequisite: None) Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

BFT 1173 Law and Banking Principles **3 SH**

(Prerequisite: None) Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)

BFT 1183 Management Fundamentals **3 SH**

(Prerequisite: None) Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)

BFT 1213 Lending to Agricultural Enterprises **3 SH**

(Prerequisite: None) General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

BFT 1223 Real Estate Finance **3 SH**

(Prerequisite: None) Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

BFT 1233 Bank Accounting **3 SH**

(Prerequisite: None) Increased competition has focused attention on the need for personnel who are trained to analyze, interpret, and use financial data in a variety of applications. Bank Accounting meets this need and is designed to teach bank accounting principles and apply them to typical bank financial statements. The text discusses those aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically throughout the text. (3 hr lecture)

BFT 1243 Bank Control and Audit **3 SH**

(Prerequisite: None) Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the need for control and learn how to evaluate those controls. The course provides the insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. (3 hr lecture)

BFT 1253 Consumer Credit Analysis **3 SH**

(Prerequisite: None) This course is designed for individuals who understand the basics of consumer lending and its function within a bank, but need specific training on the many aspects of making a consumer loan. (3 hr lecture)

BFT 1263 Corporate Banking: A Practical Approach To Lending **3 SH**

(Prerequisite: None) A common sense approach to understanding the lending environment within a bank, this course provides the new or less-experienced commercial lender with a firm grasp of the sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Emphasis is practical and technical rather that theoretical. (3 hr lecture)

BFT 1273 Corporate Securities Services **3 SH**

(Prerequisite: None) This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. In addition, the program familiarizes students with the features, benefits and users of corporate securities products and services. The course also emphasizes the development of those skills required to perform the operational activities involved in delivering corporate securities products and services. (3 hr lecture)

BFT 1283 Deposit Operations **3 SH**

(Prerequisite: None) This course examines the deposit operations of banks in the context of the U.S. payment system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanism are also covered. (3 hr lecture)

BFT 1293 Financial Planning For Bankers **3 SH**

(Prerequisite: None) This course presents the fundamental concepts of financial planning. Its goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the current banking environment. The content is divided into two major sections. The first discusses the financial planning concept and its impact on bank personnel and consumers in an era of industry change. The second provides a framework for exploring the basic components of a financial plan, i.e., taxes, credit, housing and so on. (3 hr lecture)

BFT 1313 Analyzing Financial Statements **3 SH**

(Prerequisite: None) Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

BFT 1323 Bank Cards **3 SH**

(Prerequisite: None) An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

BFT 1333 Statement Analysis 3 SH

(Prerequisite: None) This revision of a popular series teaches the basic concepts and skills of statement analysis. Based on a 5-part, reusable self-instructional format, the components can be combined in various ways for maximum flexibility. Designed as a "how to" training program, the series offers immediate benefits for on-the-job applications. The revision incorporates the two previous offerings of Statement Analysis and Funds Statement/Funds Flow Analysis under one umbrella program. (3 hr lecture)

BFT 1343 Retail Banking Series 3 SH

(Prerequisite: None) This series consists of four programs that may be offered together or independently. The programs are Retail Management, Sales Management, Financial Performance of Banks and Selling Skills for Bankers. (3 hr lecture)

BFT 1373 Contemporary Issues in Banking 3 SH

(Prerequisite: None) This course provides an overview of contemporary problems and issues that confront the banking industry today. The course focuses on the latest competitive, regulatory, technological, and market related developments that continue to alter the nature of commercial banking. (3 hr lecture)

BFT 2123 Consumer Lending 3 SH

(Prerequisite: None) Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

BFT 2133 Introduction To Commercial Lending 3 SH

(Prerequisite: None) This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)

BFT 2143 Credit Department Management 3 SH

(Prerequisite: None) This course is designed for credit department organizer or manager. A source of information directly applicable to the job situation with the goal of achieving maximum direct on-the-job application. (3 hr lecture)

BFT 2153 Inside Commercial Banking 3 SH

(Prerequisite: None) Designed for higher-level entry bankers, this course is appropriate for persons desiring an overview of the commercial banking industry. This course highlights the Monetary Control Act, the threat of non-banking competitors, interstate banking activities and regulations multinational banking and recent developments in Electronic Funds Transfer. (3 hr lecture)

BFT 2213 Marketing for Bankers 3 SH

(Prerequisite: None) Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Overview for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

BFT 2313 Bank Investments 3 SH

(Prerequisite: None) Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

BFT 2323 Investment Basics and Beyond 3 SH

(Prerequisite: None) This course examines how the securities business works and broadens the student's knowledge of the investment services offered by their trust department. (3 hr lecture)

BFT 2333 Loan Officer Development 3 SH

(Prerequisite: None) This course focuses on people-skills and problem-solving. This well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressures, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. (3 hr lecture)

BFT 2343 Economics for Bankers 3 SH

(Prerequisite: None) This course helps the student increase their under-standing of economics as it relates to banking. Special emphasis is placed on macroeconomics, basics of economic theory, application of economics to banking, and other economic topics of importance to bankers. (3 hr lecture)

BFT 2413 The Trust Business 3 SH

(Prerequisite: None) Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

BFT 2423 International Banking 3 SH

(Prerequisite: None) Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

BFT 2433 Trust Management 3 SH

(Prerequisite: None) This course is designed for the requirements for more specialists to become qualified managers within the trust departments. (3 hr lecture)

BFT 2443 Trust Investments 3 SH

(Prerequisite: None) This course focuses on the theory and practice of trust department investment services. Economic forcasting principles and their application along with investment policies and portfolio management are covered. (3 hr lecture)

BFT 2723 Securities Processing 3 SH

(Prerequisite: None) This course is particularly relevant for operations personnel who wish to develop a broad knowledge of the securities business and its application within the banking environment. The text emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. Emphasis is also placed upon skills development. Through this course, the student will learn to perform specific securities processing activities with care and accuracy. (3 hr lecture)

BFT 2813 Management of Commercial Bank Funds 3 SH

(Prerequisite: None) Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and related each to the other. (3 hr lecture)

BFT 2823 Law and Banking Applications 3 SH

(Prerequisite: None) The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture)

BFT 2833 Federal Regulation of Banking 3 SH

(Prerequisite: None) A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

BFT 2843 Branch Management 3 SH

(Prerequisite: None) Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution.(3 hr lecture)

BUSINESS & OFFICE TECHNOLOGY

BOT 1013 Keyboarding I 3 SH

(Prerequisite: None) This course provides an introduction and essential skill development using the touch system on the alphabetic keyboard. (2 hr lecture, 2 hr lab)

BOT 1023 Keyboarding II 3 SH

(Prerequisite: BOT 1013) Skill building in speed and accuracy on the Keyboard. (2 hr lecture, 2 hr lab)

BOT 1113 Document Formatting and Production 3 SH

(Prerequisite: BOT 1013 or equivalent) This course continues the development of keyboarding speed and accuracy. Emphasis is on formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. (2 hr lecture, 2 hr lab)

BOT 1123 Word Processing Applications 3 SH

(Prerequisite: BOT 1013 or equivalent) This course is designed to enable the student to produce complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (2 hr lecture, 2 hr lab)

BOT 1133 Information Processing 3 SH

(Prerequisite: BOT 1013 or equivalent) Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheet, and data base management. (2 hr lecture, 2 hr lab)

BOT 1213 Professional Development 3 SH

(Prerequisite: None) Designed to develop an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, ethics, stress management, human relations skills and organizational dynamics. (3 hr lecture)

BOT 1313 Business Mathematics 3 SH

(Prerequisite: None) A course designed to develop competency in mathematics for business use. Fundamental principles and operations in mathematics are applied to real-life situations such as earning, saving, investing, home ownership, transportation, taxes and operating business enterprises such as retailing and manufacturing. (3 hr lecture)

BOT 1413 Records Management 3 SH

(Prerequisite: None) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall—paper, image, and digital—and the treatment of these categories in proper management, storage, and retrieval. The student will apply decision-making, judgment, and other management skills to case studies. Basic application of filing classification skills will also be taught. (3 hr lecture)

BOT 1433 Business Accounting 3 SH

(Prerequisite: None) Designed to give students an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpretation and reporting of the resulting effects upon the business. Previous knowledge of accounting is not required. (3 hr lecture)

BOT 1513 Machine Transcription 3 SH

(Prerequisite: BOT 1013 or equivalent) This course is designed to teach the student to transcribe a wide variety of business communications from machine dictation and to introduce the student to products, services, and terminology encountered in various types of business organizations. The coordination of typewriting and transcribing skills in the production of business communication will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary is stressed. (2 hr lecture, 2 hr lab)

BOT 1613 Shorthand I 3 SH

(Prerequisite: None) Introduction to the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. (2 hr lecture, 2 hr lab)

BOT 2133 Desktop Publishing 3 SH

(Prerequisite: BOT 1133) Introduction to desktop publishing concepts. Elements of attractive page layout and design will be stressed. Desktop publishing software will be used to develop a set of publishing projects. (2 hr lecture, 2 hr lab)

BOT 2413 Computerized Accounting 3 SH

(Prerequisite: BOT 1433) A study of the major areas of a computerized accounting system—general ledger, accounts receivable, accounts payable, payroll and depreciation. Introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership and a corporation. (2 hr lecture, 2 hr lab)

BOT 2623 Shorthand II 3 SH

(Prerequisite: BOT 1613) A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. (2 hr lecture, 2 hr lab)

BOT 2633 Shorthand III 3 SH

(Prerequisite: BOT 2623) The study of office related communications with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. (2 hr lecture, 2 hr lab)

BOT 2713 Advanced Microcomputer Applications 3 SH

(Prerequisite: BOT 1133) Instruction includes using DOS and applications software with integrated activities including word processing, database, spreadsheet, graphics and telecommunications. Students will use the computer to complete many activities and projects of a realistic business nature. Sources of software, guidelines for evaluating software, software manuals, and software license agreements will be covered. (2 hr lecture, 2 hr lab)

BOT 2723 Administrative Office Procedures 3 SH

(Prerequisite: BOT 1013) A course designed to provide essential skills required for a typical business office. Instruction includes office protocol, prioritizing, telephone techniques, office equipment, mail services, reference materials, and travel and meeting arrangements. Simulated office activities will be used to provide reinforcement of these skills. (2 hr lecture, 2 hr lab)

BOT 2733 Administrative Office Management 3 SH

(Prerequisite: None) A course to provide management skills in an integrated electronic environment. Includes instruction and application of management theories, supervisory styles, personnel procedures, directing and leadership, organization and procedures, and office systems technology. Through the use of software, students are able to track and report on critical information for managers such as planning and scheduling, monitoring progress, resource management, tracking costs, reports, and "what if" analysis. (3 hr lecture)

BOT 2743 Small Business Management 3 SH

(Prerequisite: None) The study of the creation and management of small firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of small businesses. (3 hr lecture)

BOT 2813 Business Communications 3 SH

(Prerequisite: BOT 1013 or equivalent) The study of office related communications with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. (3 hr lecture)

BOT 2833 Data Base Management 3 SH

(Prerequisite: BOT 1133) Advanced application of data base concepts using a data management program to create files, enter and update data, and retrieve information. (2 hr lecture, 2 hr lab)

BOT 2843 Electronic Spreadsheet Applications 3 SH

(Prerequisite: BOT 1133) Advanced applications of electronic spreadsheets as an aid to management decision making. (2 hr lecture, 2 hr lab)

BOT 2913 Supervised Work Experience 3 SH

(Prerequisite: None) Related on-the-job training. Employing firm and type of work experience to be approved by the Department of Business and Office and Related Technology. (9 hr supervised work experience)

CHILD DEVELOPMENT TECHNOLOGY

CDT 1014 Essential Skills for Child Development Technology 4 SH

(Prerequisite: None) This course is composed of the essential skills from the high school Occupational Child Care curriculum. This course is designed for students entering the Child Development Technology Programs curriculum who have had no previous training in the field. (3 hr lecture, 2 hr lab)

CDT 1115 Child Care Profession 5 SH

(Prerequisite: CDT 1014) This course provides activities in the types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (3 hr lecture, 4 hr lab)

CDT 1213 Infant and Toddler Development 3 SH

(Prerequisite: CDT 1014) This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving. (3 hr lecture)

CDT 1221 Physical Motor Development for the Preschool Child 1 SH

(Prerequisite: CDT 1014) Identifying and utilizing the patterns and stages of motor development of the preschool child. Practice in planning and evaluating physical motor activities and equipment. (2 hr lab)

CDT 1235 Child Growth and Development 5 SH

(Prerequisite: CDT 1014) The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (3 hr lecture, 4 hr lab)

CDT 1313 Art for Preschool Children 3 SH

(Prerequisite: CDT 1014) Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1323 Language Arts for Preschool Children 3 SH

(Prerequisite: CDT 1014) Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1413 Music for Preschool Children 3 SH

(Prerequisite: CDT 1014) Development of the preschool child in the areas of listening, singing, and movement. Planning musical experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 1513 Child Nutrition and Health Care 3 SH

(Prerequisite: None) Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (2 hr lecture, 2 hr lab)

CDT 2243 Guiding Social and Emotional Behavior 3 SH

(Prerequisite: CDT 1014) Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2613 Methods and Materials 3 SH

(Prerequisite: CDT 1014) Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2713 Social Studies, Math, and Science for the Preschool Children 3 SH

(Prerequisite: CDT 1014) Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 hr lecture)

CDT 2813 Administration of Preschool Programs 3 SH

(Prerequisite: CDT 1014) Concepts in the administration of quality preschool programs. (3 hr lecture)

CDT 2915 Technical Practicum I 5 SH

(Corequisites: CDT 1313, CDT 1323, CDT 1413, CDT 1513) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. (10 hr lab)

CDT 2925 Technical Practicum II 5 SH

(Corequisites: CDT 2243, CDT 2613, CDT 2713, CDT 2813) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. (1 hr lecture, 8 hr lab)

CIVIL ENGINEERING TECHNOLOGY

CIT 1013 Essential Skills for Civil Engineering Technology 3 SH

(Prerequisite: None) This course is composed of the essential skills from the high school Drafting and Design Technology curriculum. This course is designed for students entering Civil Technology who have had no previous training in the field. (2 hr lecture, 2 hr lab)

CIT 1113 Route Surveying Lab 3 SH

(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The design of simple horizontal and vertical curves, grades, and related earthwork is covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are studied. Photogrammetric principles and applications are studied in a practical setting. (6 hr lab)

CIT 1213 Road Design and Construction Methods and Materials 3 SH

(Prerequisite: DDT 1413) A study of available equipment and its use in excavation, materials, production, and building highways or erecting structures, roadway foundations, pavement surface properties, composition and design of flexible and concrete pavements. (2 hr lecture, 2 hr lab)

CIT 1223 Road Construction Plans and Specifications 3 SH

(Prerequisite: None) A course to provide students with an introduction to the processes, plans, and procedures for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. (2 hr lecture, 2 hr lab)

CIT 2123 Legal Principles of Surveying 3 SH

(Prerequisite: DDT 2433) Legal aspects of boundary controls and legal principles for land surveying. Methods of land boundary location. Land descriptions in accordance with original surveys and resurveys. (2 hr lecture, 2 hr lab)

CIT 2134 Advanced Surveying Practices 4 SH

(Prerequisite: DDT 1413) This course teaches reading and interpretation of typical highway and bridge plans. Also included is familiarization of standard terms, symbols, layout, content, and organization of contract plans. (2 hr lecture, 4 hr lab)

CIT 2313 Soil Mechanics 3 SH

(Prerequisite: None) Elementary study of exploring, sampling, testing, and evaluating subsurface materials and their effect on types of foundations and construction. (2 hr lecture, 2 hr lab)

CIT 2413 Concrete and Hot Mix Asphalt Testing 3 SH

(Prerequisite: None) A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures. (2 hr lecture, 2 hr lab)

CIT 2513 Water and Water Distribution 3 SH

(Prerequisite: None) A study of the hydrological principles in the distribution and movement of water on and under the earth's surface and in water distribution systems. (2 hr lecture, 2 hr lab)

CIT 2913 Special Project 3 SH

(Prerequisite: Sophomore standing) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (6 hr lab)

COMMERCIAL ART TECHNOLOGY

CAT 1113 Graphic Design I **3 SH**

(Prerequisite: None) A basic introduction to the skills of layout and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, pasteup, simple renderings, the printing processes, camera ready layouts, mechanicals, and layout formats. (6 hr lab)

CAT 1123 Graphic Design II **3 SH**

(Prerequisite: CAT 1113) A continuation of Graphic Design I with concentration on logos, color printing, mechanical color separations, overlays, screens, cropping, and scaling photographs for halftone reproduction. (6 hr lab)

CAT 1213 Introduction to Graphic Interface Computers **3 SH**

(Prerequisite: CAT 1113) An introduction to graphic interface computers with emphasis on word processing applications and operating system commands. (3 hr lecture)

CAT 2133 Commercial Design and Advertising Studio **3 SH**

(Prerequisite: CAT 1113) An individual or group study in an area of concentration in graphic arts specifically related to career goals and personal interest. (1 hr lecture, 4 hr lab)

CAT 2313 Basic Advertising Design I **3 SH**

(Prerequisite: CAT 1113) An introduction to basic Macintosh computer terminology to include tutorial software, basic desktop publishing software, basic word processing software, basic paint software, and basic drawing software. The student will learn to operate a scanner, a laser printer, and a color laser printer. (6 hr lab)

CAT 2323 Basic Advertising Design II **3 SH**

(Prerequisite: CAT 2313) Continuation of Basic Advertising Design I working with the Macintosh computer to develop modern advertising material utilizing drawing, writing, painting, and desktop publishing software. Includes the use of illustration software that permits four-color separations using the scanner and a color laser printer. (6 hr lab)

CAT 2333 Practical Advertising Techniques **3 SH**

(Prerequisites: CAT 1113, CAT 2313) A course designed to demonstrate interpersonal, organizational, and performance skills needed for productive employment. The student will develop creative work from concept to mechanical, learn advanced skills, develop a professional resume' and compile a portfolio (book). (6 hr lab)

CAT 2413 Rendering Techniques **3 SH**

(Prerequisite: CAT 1113) A study of various illustration and rendering tech-niques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished art work. (6 hr lab)

COMPUTER AIDED ENGINEERING TECHNOLOGY

CMT 1113 Principles of Engineering Technology **3 SH**

(Prerequisite: None) This course is designed as a basic introduction to the engineering technology field. It includes overviews of career opportunities, safety, measuring systems, problem solving and design. The student will be introduced to Computer Aided Drafting/Design (CADD), robotics, mechanisms, hydraulics, electronics and Computer Numerical Control (CNC). (2 hr lecture, 2 hr lab)

CMT 1213 Introduction to Computer Aided Engineering **3 SH**

(Prerequisite: CMT 1113) This introductory course gives the student an overview of Computer Aided Engineering including how industry utilizes a variety of integration tools such as problem seeking, problem solving, computer simulation, including CADD-CAM, and functional modeling. The student will demonstrate an understanding of efficient scheduling of production, customer services, changeover flexibility, and so forth. (2 hr lecture, 2 hr lab)

CMT 1314 Computer Aided Manufacturing **4 SH**

(Prerequisite: MCT 1614) This course is a survey covering computer aided manufacturing (CAM) systems and software. (2 hr lecture, 4 hr lab)

CMT 1413 Computer Aided Design **3 SH**

(Prerequisite: DDT 1113) This course provides students with theory and practical experience with computer aided design (CAD) systems and software. (2 hr lecture, 2 hr lab)

CMT 2416 Computer Aided Engineering Applications I **6 SH**

(Prerequisites: CMT 1213, CMT 1314, CMT 1413) This course provides the student with a broad range of practices and applications in the field of Computer Aided Engineering. Applications will be chosen from the various fields of engineering, manufacturing, and distribution. (3 hr lecture, 6 hr lab)

CMT 2426 Computer Aided Engineering Applications II **6 SH**

(Prerequisite: CMT 2416) This course is a continuation of Computer Aided Engineering Applications I. (3 hr lecture, 6 hr lab)

COMPUTER PROGRAMMING TECHNOLOGY

CPT 1114 Introduction to Computers 4 SH

(Prerequisite: None) Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Service course; not to be taken by Business and Office and Related Technology students. (3 hr lecture, 2 hr lab)

CPT 1214 Computer Concepts and Programming Logic 4 SH

(Prerequisite: None) Introduction to the history, concepts, terminology, and theory of computers and programming logic. (3 hr lecture, 2 hr lab)

CPT 1224 BASIC Programming Language 4 SH

(Prerequisite: None) Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. (3 hr lecture, 2 hr lab)

CPT 1234 Introduction to RPG Programming Language 4 SH

(Prerequisite: None) This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. (3 hr lecture, 2 hr lab)

CPT 1244 Introduction to COBOL Programming Language 4 SH

(Prerequisite: None) This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. (3 hr lecture, 2 hr lab)

CPT 1254 FORTRAN Programming Language 4 SH

(Prerequisite: None) Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. (3 hr lecture, 2 hr lab)

CPT 1313 Computer Operations 3 SH

(Prerequisite: CPT 1214) A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (2 hr lecture, 2 hr lab)

CPT 2264 Advanced RPG Programming Language 4 SH

(Prerequisite: CPT 1234) This course introduces the student to the processing of multiple data files, tables, arrays, and screen processing. All student programs are written for the IBM System 36. (3 hr lecture, 2 hr lab)

CPT 2274 Advanced COBOL Programming Language 4 SH

(Prerequisite: CPT 1244) The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. (3 hr lecture, 2 hr lab)

CPT 2284 C Programming Language 4 SH

(Prerequisite: None) This course is designed to introduce the student to the C Programming Language and its basic functions. (3 hr lecture, 2 hr lab)

CPT 2324 Systems Analysis and Design 4 SH

(Prerequisite: None) Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. (3 hr lecture, 2 hr lab)

DENTAL ASSISTING

DAT 1111 Dental Orientation 1 SH

(Prerequisite: None) The development, function, status, and organization of the dental profession; and the legal, ethical, moral, and professional responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. (1 hr lecture)

DAT 1214 Dental Assisting Materials 4 SH

(Prerequisite: None) Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (2 hr lecture, 4 hr lab)

DAT 1313 Dental Science I 3 SH

(Prerequisite: None) Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

DAT 1323 Dental Science II **3 SH**

(Prerequisite: None) Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

DAT 1415 Chairside Assisting I **5 SH**

(Prerequisite: None) Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

DAT 1423 Chairside Assisting II **3 SH**

(Prerequisite: DAT 1415) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

DAT 1433 Chairside Assisting III **3 SH**

(Prerequisite: DAT 1423) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

DAT 1613 Dental Radiology I **3 SH**

(Prerequisite: None) Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

DAT 1622 Dental Radiology II **2 SH**

(Prerequisite: DAT 1613) Continuation of Dental Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (4 hr lab)

DAT 1715 Practice Management & Applied Psychology **5 SH**

(Prerequisite: None) A comprehensive study of the dental office business procedures and applied psychology. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, professional ethics, basic theories of psychology, practical techniques for effective patient management, and guidelines for establishing interpersonal relationships among the dental health team. (4 hr lecture, 2 hr lab)

DAT 1812 Dental Health Education **2 SH**

(Prerequisite: None) Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)

DAT 1914 Supervised Clinical Experience I **4 SH**

(Prerequisites: DAT 1214, DAT 1415, DAT 1613) Supervised clinical experience in an authorized dental clinic. (16 hr clinical)

DAT 1922 Supervised Clinical Experience II **2 SH**

(Prerequisites: DAT 1214, DAT 1415, DAT 1613) Supervised clinical experience in an authorized dental clinic. (8 hr clinical)

DRAFTING AND DESIGN TECHNOLOGY

DDT 1113 Introduction to Drafting **3 SH**

(Prerequisite: None) Introduction to the field of drafting with emphasis on use and care of instruments, lettering, geometric construction, freehand sketching, orthographic projection, pictorial drawing, and a survey of drafting career opportunities to include electrical and piping, structural, topographic, machine and architectural drafting. (2 hr lecture, 2 hr lab)

DDT 1116 Fundamentals of Drafting **6 SH**

(Prerequisite: None) Course designed to give drafting majors the background needed for all other drafting courses. Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing, and sketching, pictorial drawing, auxiliaries, sections, and technical lettering. (4 hr lecture, 4 hr lab)

DDT 1123 Machine Drafting I **3 SH**

(Prerequisite: DDT 1116) Emphasis on methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, gears and cams, materials, finish and heat treatment notation, work order preparation, routing, and other drafting room procedures. (2 hr lecture, 2 hr lab)

DDT 1133 Descriptive Geometry **3 SH**

(Prerequisite: DDT 1116) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; and to apply these relationships to the solution of drafting problems. (2 hr lecture, 2 hr lab)

DDT 1213 Construction Materials **3 SH**

(Prerequisite: None) A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacturing processes. (3 hr lecture)

DDT 1223 Cartography **3 SH**

(Prerequisite: DDT 1413, Surveying Practice I) Introduces students to the fundamentals and techniques of map reading, map interpretation, mapmaking, and cartographic production.

DDT 1316 Principles of Computer Aided Drafting (CAD) **6 SH**

(Prerequisite: DDT 1116) Introduction to basic concepts and components of CAD systems, the command structure, basic 2D drawings and editing commands, dimensioning, symbol libraries, perspective drawings, and plot generation. (4 hr lecture, 4 hr lab)

DDT 1413 Surveying Practice I **3 SH**

(Prerequisites: DDT 1116 and math level II) This course will introduce the student to basic surveying operation which include surveying methods, surveying tapes and taping, leveling, use of the transit, and traverses and elementary triangulation. (1 hr lecture, 4 hr lab)

DDT 1616 Architectural Drafting I **6 SH**

(Prerequisite: DDT 1116) Instruction in principles and theory of design, use of modern construction materials, details and building codes, and preparation of detail working drawings. (4 hr lecture, 4 hr lab)

DDT 2113 Database Construction and Maintenance **3 SH**

(Prerequisite: DDT 1316, Principles of Computer Aided Drafting (CAD) Introduction to database concepts and goals of Data Base Management Systems, relational, hierarchical, and network models of data. Relational algebra, Structured Query Language (SQL). Data organization and data access methods.

DDT 2123 Introduction to Geographic Information Systems **3 SH**

(Prerequisite: GEO 1123, Introduction to Geography, DDT 1316, Principles of Computer Aided Drafting (CAD) Use of computer mapping and databases in multiple applications. Incorporation of imagery and data into a graphics oriented database system. Fundamentals of Geographical Information Systems techniques and approaches and applications.

DDT 2133 Aerial Photography Interpretation & Remote Sensing **3 SH**

(Prerequisite: DDT 1316, Principles of Computer Aided Drafting (CAD) Fundamentals of map and air photo characteristics including scale, feature identification, symbolization. Interpretation techniques of various products, including topographic and thematic maps, color aerial photographs, and satellite images.

DDT 2143 Machine Drafting II **3 SH**

(Prerequisite: DDT 1123) Emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. (2 hr lecture, 2 hr lab)

DDT 2213 Highway Drafting **3 SH**

(Prerequisite: DDT 1116) This course includes the development of highway plans and profiles, cross-sections, and typical sections. (2 hr lecture, 2 hr lab)

DDT 2223 Structural Drafting **3 SH**

(Prerequisite: DDT 1116) Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. (2 hr lecture, 2 hr lab)

DDT 2233 Cost Estimating **3 SH**

(Prerequisite: DDT 1116) Preparation of material quantities and cost from actual working drawings and specifications. (3 hr lecture)

DDT 2243 Statics and Strengths of Materials **3 SH**

(Prerequisite: DDT 1116) Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. (1 hr lecture, 4 hr lab)

DDT 2253 Fundamentals of Global Positioning Systems **3 SH**

(Prerequisite: DDT 2113, Database Construction & Maintenance, DDT 1223, Cartography) To provide an understanding of Global Positioning Systems concepts and operation in a concise manner minimizing the use of complex mathematical and engineering expressions.

DDT 2263 Advanced Geographic Information Systems 3 SH

(Prerequisite: DDT 2123, Introduction to Geographic Information Systems) Integrative course that encompasses geographic data inputs, processing and analyses directed toward objects of scientific investigation.

DDT 2273 Advanced Remote Sensing 3 SH

(Prerequisite: DDT 2133, Aerial Photography Interpretation Remote Sensing) Remote sensing, interpretation and application of air photos and other remote sensing images.

DDT 2286 Geographic Information Systems Internship 6 SH

(Prerequisite: Permission of Department Head) This course is designed to provide supervised on-the-job work experience in a Geographic Information Systems work environment. This work experience is an integral part of the student's education.

DDT 2326 Computer Aided Drafting (CAD) Design I 6 SH

(Prerequisite: DDT 1316) Advanced 2D and 3D drawing and editing commands, advanced block techniques, attributes, slide shows, shading drawings, and customizing AutoCAD. (4 hr lecture, 4 hr lab)

DDT 2336 Computer Aided Drafting (CAD) Design II 6 SH

(Prerequisite: DDT 2326) Advanced 3D drawing, solid modeling techniques, and other compatible software. (4 hr lecture, 4 hr lab)

DDT 2346 Computer Aided Design Seminar 6 SH

(Prerequisite: DDT 2326) Research carried out by the student in major area of computer aided drafting. Presentation of ideas can be in a paper format or electronic format. Emphasis on actual methods and practice used in industry. (4 hr lecture, 4 hr lab)

DDT 2423 Topographic Drafting 3 SH

(Prerequisite: DDT 1413) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. (2 hr lecture, 2 hr lab)

DDT 2433 Surveying Practice II 3 SH

(Prerequisite: DDT 1413) This course teaches legal aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. (1 hr lecture, 4 hr lab)

DDT 2533 Electrical and Piping Drafting 3 SH

(Prerequisite: DDT 1116) Introduction and development of the techniques, planning and drafting of electrical plans, and pipe drafting as used in plants and the terms and equipment that make up an installation. (2 hr lecture, 2 hr lab)

DDT 2623 Architectural Drafting II 3 SH

(Prerequisite: DDT 1616) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. (2 hr lecture, 2 hr lab)

DDT 2723 Supervised Field Experience I 3 SH

(Prerequisites: DDT 1116 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2733 Supervised Field Experience II 3 SH

(Prerequisites: DDT 1116 and Sophomore standing) Supervised and approved on-the-job training. (9 hr supervised work experience)

DDT 2813 Blueprint Reading for Builders I 3 SH

(Prerequisite: None) This course places emphasis on the use of the scale, correct drafting techniques, lettering, sketching and shape description, and sectional views. (2 hr lecture, 2 hr lab)

DDT 2823 Blueprint Reading for Builders II 3 SH

(Prerequisite: DDT 2813) This course is a continuation of Blueprint Reading for Builders I and places emphasis on symbols, floor plans, and elevation views. (2 hr lecture, 2 hr lab)

DDT 2916 Special Project I **6 SH**

(Prerequisite: Sophomore standing) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lecture, 4 hr lab)

DDT 2926 Special Project II **6 SH**

(Prerequisite: None) This course is to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (4 hr lecture, 4 hr lab)

ELECTRICAL AND ELECTROICS TECHNOLOGY
COMMUNICATIONS ELECTRONICS REPAIR TECHNOLOGY OPTION

CET 1113 Satellite Systems **3 SH**

(Prerequisite: None) A course to provide instruction and practice in the installation, setup, adjustment, and maintenance and service of satellite equipment including up and down links. (1 hr lecture, 4 hr lab)

CET 2213 Diagnostics and Troubleshooting (Home Electronics) Lab **3 SH**

(Prerequisites: EET 2813, CET 2823) A laboratory course in which the students apply skills and knowledge gained in other communications electronics courses in repairing various electronic devices. Students will isolate, locate, and repair devices in a simulated industry-type setting. (6 hr lab)

CET 2313 Video Recording Systems Lab **3 SH**

(Prerequisites: EET 2813, EET 2823) A course to provide instruction and practice in the maintenance and repair of consumer-type video recording and playback equipment. Includes instruction in the maintenance and repair of video cassette recorders and players, and video camera/recorders. (6 hr lab)

CET 2424 Advanced Electronic Communications **4 SH**

(Prerequisite: EET 2414) A continuation of Electronic Communications with additional instruction and practice on different types of communications equip-ment, including FM, SSB, and satellite systems. (2 hr lecture, 4 hr lab)

CET 2513 Two-Way Radio Communications Lab **3 SH**

(Prerequisite: CET 2424) A course in the installation and set up of commercial two-way radio including mobile units and base stations. (6 hr lab)

CET 2523 Diagnostics and Troubleshooting (Radio Communications) Lab **3 SH**

(Prerequisite: CET 2513) A course to provide practice in the servicing and repair of commercial two-way radio communication equipment. (6 hr lab)

CET 2823 Video Systems Repair Lab **3 SH**

(Corequisite: EET 2813) A course to provide practice in the repair and maintenance of consumer video reception equipment. Includes instruction in the troubleshooting and repair of all circuits in television receivers and video monitors. (6 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION

CST 1213 Failure Analysis **3 SH**

(Prerequisite: EET 1116) A study of general and specific methods for analyzing failure in electronics circuits. (1 hr lecture, 4 hr lab)

CST 2113 Computer Servicing I Lab **3 SH**

(Prerequisite: EET 1324) A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (6 hr lab)

CST 2123 Computer Servicing II Lab **3 SH**

(Prerequisite: CST 2113) A continuation of Computer Servicing I with increased emphasis on system analysis, and diagnosis of board and component failures. Strong emphasis on laboratory experience with computer repair. (6 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRICAL TECHNOLOGY OPTION

ELT 2424 Solid State Motor Control **4 SH**

(Prerequisite: EET 1314) A course to introduce the student to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. (2 hr lecture, 4 hr lab)

ELT 2614 Programmable Logic Controllers **4 SH**

(Prerequisites: EET 1214, ELT 2424) A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. (3 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY
ELECTRONICS TECHNOLOGY OPTION

EET 1014 Introduction to Electronics **4 SH**

(Prerequisite: None) A course designed to provide students with knowledge and skills pertaining to safety and basic electronic principles and theory. (2 hr lecture, 4 hr lab)

EET 1116 AC-DC Circuits **6 SH**

(Prerequisite: None) A course designed to familiarize the student with principles and theories associated with AC and DC circuits. Includes the study of electrical circuits, electrical laws and equations, and the use of test equipment in performing analysis of electrical circuits. (3 hr lecture, 6 hr lab)

EET 1214 Digital Electronics **4 SH**

(Prerequisite: None) A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combinational logic circuits, and Boolean algebra. (2 hr lecture, 4 hr lab)

EET 1314 Solid State Devices and Circuits **4 SH**

(Prerequisite: EET 1116) A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. (2 hr lecture, 4 hr lab)

EET 1324 Microprocessors **4 SH**

(Prerequisite: EET 1214) A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (2 hr lecture, 4 hr lab)

EET 1613 Systems Programming **3 SH**

(Prerequisite: None) This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers) (2 hr lecture, 2 hr lab)

EET 1713 Electronic Drafting **3 SH**

(Prerequisite: None) A course designed to provide instruction on the preparation and interpretation of schematics. (1 hr lecture, 4 hr lab)

EET 2334 Linear Integrated Circuits **4 SH**

(Prerequisite: EET 1314) A course designed to provide the student with skills and knowledge pertaining to operational and differential amplifiers and their applications in electronic circuits, voltage regulators, and phase locked loops. (2 hr lecture, 4 hr lab)

EET 2414 Electronic Systems **4 SH**

(Prerequisite: EET 1314) A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Also included are industrial systems, robotics, fiber optics and other advanced electronic systems. (3 hr lecture, 2 hr lab)

EET 2423 Introduction to Fiber Optics **3 SH**

(Prerequisite: EET 2414) A course designed to provide skills and knowledge to students concerning the use of fiber optic cable in modern industry applications. (2 hr lecture, 2 hr lab)

EET 2514 Interfacing Techniques **4 SH**

(Prerequisite: EET 1324) A study of data acquisition devices and systems including their interface to microprocessors and other control systems. (2 hr lecture, 4 hr lab)

EET 2813 Video Systems **3 SH**

(Prerequisite: EET 1314) A study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. (2 hr lecture, 2 hr lab)

EET 2913 Special Project **3 SH**

(Prerequisite: Sophomore standing) A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1 hr lecture, 4 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY INSTRUMENTATION TECHNOLOGY OPTION

INT 2114 Control Systems I **4 SH**

(Prerequisite: ROT 1213 and ROT 1223) An introductory course to familiarize the students with various instrumentation components and processes. A thorough introduction with constant level, flow, temperature, and pressure processes analyzed and troubleshooting techniques introduced. (3 hr lecture, 2 hr lab)

INT 2124 Control Systems II **4 SH**

(Prerequisite: INT 2114) This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. Given a simple process, acquire the appropriate instruments along with the development of needed diagrams, utilizing various controlling process and demonstrate loop troubleshooting techniques. (3 hr lecture, 2 hr lab)

INT 2214 Instrument Calibration **4 SH**

(Prerequisite: ROT 1213 and ROT 1223) Coursework encompasses the various techniques and procedures for proper calibration and maintenance of standard instruments used in instrumentation. Representative instruments include pH and oxygen analyzers, transducers, gauges, recorders, and controllers. (3 hr lecture, 2 hr lab)

INT 2314 Measurement Principles **4 SH**

(Prerequisite: INT 2114) This course is designed to take the student through the different components and techniques used in measurement in instrumentation. The course of study encompasses both electronic and pneumatic measurement principles as well as repair and troubleshooting concepts. (3 hr lecture, 2 hr lab)

INT 2913 Work Experience I **3 SH**

(Prerequisite: Sophomore standing) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. (9 hr externship)

INT 2923 Work Experience II **3 SH**

(Prerequisite: INT 2913) This course is a continuation of Work Experience I. (9 hr externship)

ELECTRICAL AND ELECTRONICS TECHNOLOGY LASER ELECTRO-OPTIC TECHNOLOGY OPTION

LOT 2313 Fiber Optics Systems **3 SH**

(Prerequisite: None) This course is designed to introduce the student to optical fibers. Topics covered include types of fiber, fabrication, measurements, packaging, couplings, splices, connectors, sources, detectors, and systems examples. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY ROBOTICS TECHNOLOGY OPTION

ROT 1113 Introduction to Robotics **3 SH**

(Prerequisite: None) This course is designed to introduce the student to industrial robots. Topics to be covered include robotic history, industrial robot configurations, operation, basic programming, and minor machine adjustments on hydraulically, pneumatically, and electrically driven robots. (2 hr lecture, 2 hr lab)

ROT 1213 Industrial Hydraulics 3 SH

(Prerequisite: None) This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. (2 hr lecture, 2 hr lab)

ROT 1223 Industrial Pneumatics 3 SH

(Prerequisite: None) This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electro-mechanical control of fluid power, and troubleshooting techniques. (2 hr lecture, 2 hr lab)

ELECTRICAL AND ELECTRONICS TECHNOLOGY TELECOMMUNICATIONS TECHNOLOGY OPTION

TCT 1114 Introduction to Telecommunications 4 SH

(Prerequisite: None) This course is designed to acquaint the student with the history of voice/data communication, fundamental concepts, and basic telephone service. (3 hr lecture, 2 hr lab)

TCT 2214 Advanced Telephone Systems 4 SH

(Prerequisite: TCT 1114) This course gives the student information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including the 1A2 and electronic PBX. (3 hr lecture, 2 hr lab)

TCT 2314 Digital Communications I 4 SH

(Prerequisite: TCT 1114) This course covers theories and concepts of data communications, design, installation, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PWM (pulse width modulation) and PCM (pulse code modulation). (3 hr lecture, 2 hr lab)

TCT 2324 Digital Communications II 4 SH

(Prerequisite: TCT 2314) This course is a continuation of Digital Communication I and will familiarize the student with various modulation techniques and types of distortion associated with each of these techniques and the use of filtering to eliminate unwanted distortion. The course covers PCM and frequency shift keying, and contrasts the performance of PAM and PCM. (3 hr lecture, 2 hr lab)

TCT 2414 Microwave and Satellite Systems 4 SH

(Prerequisite: TCT 2314) A course to develop understanding and skills associated with microwave and satellite applications in the telecommunications industry. (3 hr lecture, 2 hr lab)

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC

EMT 1116 Emergency Medical Technology-Basic 6 SH

(Prerequisite: Approval of Emergency Medical Technology Admissions Committee) This course is designed for the United States Department of Transportation and the Mississippi EMS guideline. Includes an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth and extrication. (4 hr lecture, 4 hr clinical lab)

FOOD PROCESSING TECHNOLOGY

FPT 1113 Introduction to the Food Industry 3 SH

(Prerequisite: None) Overview of the food industry including history and development. The changing nature of food, preservation techniques, quality and nutritional aspects, marketing, and distribution. (3 hr lecture)

FPT 1123 Computations in Food Processing 3 SH

(Prerequisite: None) This course includes study of basic computational approaches as they apply to a wide range of food formulations and applications. (3 hr lecture)

FPT 1132 Food Sensory Evaluation 2 SH

(Prerequisite: None) Sensory evaluation techniques used in food evaluation. Sensory evaluation in new food product development, quality control, and market research. Sensory evaluation methods. (2 hr lecture)

FPT 1143 Food and Family Nutrition 3 SH

(Prerequisite: None) Functions and inter-relationships of various nutrients in the body; nutritional requirements during the life cycle; analysis of dietary intakes; individual and family food habits. (3 hr lecture)

FPT 1212 Food Plant Sanitation 2 SH

(Prerequisite: None) Role of sanitation in producing food; chemistry and microbiology of cleaning and sanitation. Establishment of plant sanitation programs. Special cleaning needs of different food operations. (2 hr lecture)

FPT 1223 Food Inspection and Regulations 3 SH

(Prerequisite: None) Federal, state, and local food laws. Attributes of food quality and their importance in the market place. Inspection regulations for food processing plants. Relevant standards and grades of raw and processed food products. (3 hr lecture)

FPT 1233 Food Processing Technology 3 SH

(Prerequisite: None) Principles of food preservation and food engineering as they relate to freezing, canning, drying, packaging, and other processes. Modern methods of preparation, processing and preservation and their affect on the characteristics of food and food production. (2 hr lecture, 2 hr lab)

FPT 1313 Food Internship I 3 SH

(Prerequisite: Sophomore standing) On-the-job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 1323 Food Internship II 3 SH

(Prerequisite: The student should be enrolled in Food Processing Technology.) On-the-job internship experience, or additional college laboratory or classroom experience designed to make the student more acceptable to the food industry. (9 hr supervised work experience)

FPT 2113 Food Quality Control 3 SH

(Prerequisite: None) Role of quality control/quality assurance systems in establishing and maintaining quality. Quality attributes, their measurements and systems for controlling, including statistical quality control. (2 hr lecture, 2 hr lab)

FPT 2214 Food Microbiology 4 SH

(Prerequisite: BIO 2924 or Instructor approval) Further evaluation of food products, factors affecting the safety, shelf life and microbial quality of food products. The role of microorganisms in the food industry. Sanitation aspects of microbial quality of food. (3 hr lecture, 2 hr lab)

FPT 2223 Food Product Analysis 3 SH

(Prerequisite: CHE 1313 or Instructor approval) Detail methods and techniques for analyzing food composition. Chemistry of different classes of foods; principles behind analysis methods and their use in the food industry; food deterioration, preservation and additives; and the effects of processing on food composition. (2 hr lecture, 2 hr lab)

FPT 2233 New Product Development 3 SH

(Prerequisite: CHE 1313 or Instructor approval) Basic concepts in new product development, various aspects involved and contributions of many disciplines working together. Types of packaging materials and economic factors. (3 hr lecture)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION

CUT 1114 Culinary Principles I 4 SH

(Prerequisite: None) Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of vegetables, soups, stocks, and sauces. (2 hr lecture, 4 hr lab)

CUT 1213 Dining Room Management 3 SH

(Prerequisite: None) Management of a restaurant dining room including good housekeeping techniques, fine food, and efficient service. Types of dining service include: (French, Russian, American, English) waited table service, limited service, counter, tray service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 hr lecture)

CUT 1224 Culinary Principles II 4 SH

(Prerequisite: CUT 1114) Fundamentals of food preparation and cookery, emphasizing high standards of production. Preparation and handling of entrees, meat, poultry, meat cutting, broiling, sauteing, frying. (2 hr lecture, 4 hr lab)

CUT 1243 Menu and Facilities Planning 3 SH

(Prerequisite: None) The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 hr lecture)

CUT 1253 Purchasing and Receiving 3 SH

(Prerequisite: None) The basic principles of purchasing and writing specifications for food and supplies and proper receiving/storage techniques to control food cost and waste in a food operation. (2 hr lecture, 2 hr lab)

CUT 1256 Culinary Arts Externship 6 SH

(Prerequisite: Sophomore standing) Supervised work experience in an approved food service establishment under the supervision of the business/agency involved and the instructor. (18 hr supervised work experience)

CUT 2124 Principles of Baking 4 SH

(Prerequisite: CUT 1224) Fundamentals of baking which involve preparation of simple desserts, yeast rolls, breads, quick breads, pies, and cakes. Proper use and care of equipment are stressed. Discussions and practical exposure to the pastry chef's duties and their relationship to other kitchen operations. (2 hr lecture, 4 hr lab)

CUT 2163 Restaurant and Catering Operations 3 SH

(Prerequisite: None) Study and practice in the principles of operating a restaurant or catering service. Course covers such areas as beverage control, sales promotion, advertising, personnel, legal aspects, insurance, labor management relations. (3 hr lecture)

CUT 2213 Garde Manger 3 SH

(Prerequisite: CUT 1224) Basic garde manger principles emphasizing the duties of the department and its relationship to other kitchen operations. Specific emphasis is placed on specialty work which includes garnishes, ice carving, buffet decorations, tallow, chaud-froid, aspic and other decorative work. (1 hr lecture, 4 hr lab)

CUT 2214 Continental and Classical Cuisine 4 SH

(Prerequisite: CUT 1224) Study and practice in the cooking techniques and ingredients unique to European, Far Eastern and South American Cuisines. Emphasis is on traditions applied to modern standards of quality, nutrient values, and presentation by preparing representative modernized regional menu items from each area. (2 hr lecture, 4 hr lab)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

HRT 1111 Leadership Development I 1 SH

(Prerequisite: None) Coordination of HRT and CUT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1113 Introduction to the Hospitality Industry 3 SH

(Prerequisite: None) This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. (3 hr lecture)

HRT 1121 Leadership Development II 1 SH

(Prerequisite: None) Coordination of HRT and CUT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 1213 Sanitation & Safety 3 SH

(Prerequisite: None) Explains how to effectively manage a sanitation and safety program in the food service industry to achieve high standards that will keep customers coming back. (3 hr lecture)

HRT 1313 Housekeeping Management 3 SH

(Prerequisite: None) This course presents a systematic approach to managing housekeeping operations in the hospitality industry. (3 hr lecture)

HRT 1413 Front Office Procedures 3 SH

(Prerequisite: None) This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with the check-out and settlement. Front office procedures and management are placed within the context of the overall operation of a hotel. (3 hr lecture)

HRT 1514 Food Production and Service 4 SH

(Prerequisite: None) Explains the techniques and procedures of quality and quantity food production and service, providing the principles underlying the selection, composition, and preparation of major food products and service. (2 hr lecture, 4 hr lab)

HRT 1613 Hospitality Human Resources Management 3 SH

(Prerequisite: None) This course presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 hr lecture)

HRT 2111 Leadership Development III 1 SH

(Prerequisite: None) Coordination of HRT and CUT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2121 Leadership Development IV 1 SH

(Prerequisite: None) Coordination of HRT and CUT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to HRT and CUT students only. (1 hr lecture)

HRT 2413 Hospitality Supervision 3 SH

(Prerequisite: None) This course presents the principles of supervision as applied to the hospitality industry. (3 hr lecture)

HRT 2523 Food and Beverage Management 3 SH

(Prerequisite: HRT 1514) Provides a basic understanding of the principles of food production and service management, reviewing menu planning, purchasing, receiving, storage, beverage management with coverage of aspects of food and beverage analysis techniques. (2 hr lecture, 2 hr lab)

HRT 2623 Marketing Hospitality Services 3 SH

(Prerequisite: HRT 1613) This course is designed to provide students with the basic knowledge and practical experience which will enable them to develop strategic marketing plans for hospitality properties. (3 hr lecture)

HRT 2713 Food and Beverage Control 3 SH

(Prerequisite: None) Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, income and cost control, menu pricing, and computer applications. (3 hr lecture)

HRT 2816 Hotel/Restaurant Internship 6 SH

(Prerequisite: None) An advanced course dealing with concepts, terminology, and theory of Hotel and Restaurant Management with direct applications. The student will be placed in a work environment where the student will have to solve problems as encountered in industry. (2 hr lab, 15 hr externship)

INTERPRETER TRAINING TECHNOLOGY

IDT 1113 Introduction to Interpreting 3 SH

(Prerequisite: None) Define interpreting terms, list and discuss RID code of ethics, placement of interpreters in various settings, discuss environmental factors which are considered in assignments, describe the assessment and certification process. (3 hr lecture)

IDT 1123 Psycho-Social Aspects of Deafness 3 SH

(Prerequisite: None) This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture)

IDT 1131 Expressive and Receptive Fingerspelling 1 SH

(Prerequisite: None) This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating. (1 hr lecture)

IDT 1164 American Sign Language I 4 SH

(Corequisite: ENG 1113) A developmental course—meaning that the student(whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL). (3 hr lecture, 2 hr lab)

IDT 1173 Transliterating I 3 SH

(Prerequisite: IDT 1164) Studies the skills required to transmit English into a manual code and visa versa. Introduces a variety of manual codes and their relationship to American Sign Language. (3 hr lecture)

IDT 1174 American Sign Language II 4 SH

(Prerequisite: IDT 1164) An introduction to Sign Language idioms and English idioms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)

IDT 1193 Orientation to Deafness 3 SH

(Prerequisite: None) This course is designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)

IDT 2123 American Sign Language III 3 SH

(Prerequisite: IDT 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)

IDT 2153 Interpreting in Special Situations 3 SH

(Prerequisite: None) This course includes lectures and observation of interpreters in various settings: educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)

IDT 2163 Sign-to-Voice Interpreting 3 SH

(Prerequisite: IDT 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from ASL into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)

IDT 2173 Interpreting 3 SH

(Prerequisites: IDT 1164, IDT 1174) Accuracy and clarity in expressive interpreting at a speed of 80 - 125 WPM, a receptive ability in understanding intent and content of a deaf speaker using ASL. Role play in actual experiences. (3 hr lecture)

IDT 2183 Transliterating II 3 SH

(Prerequisites: IDT 1164, IDT 1173, IDT 1174) Further studies the skills to transmit English into a manual code and visa versa. Introduces other sign English codes and how they relate to American Sign Language. (3 hr lecture)

IDT 2223 Educational Interpreting 3 SH

(Prerequisites: IDT 1164, IDT 1174, IDT 2123) Studies techniques and ethics involved in educational interpreting, focusing on special settings, code of ethics, physical arrangements and resources for interpreters. (3 hr lecture)

IDT 2313 Linguistics of American Sign Language 3 SH

(Prerequisite: IDT 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)

IDT 2323 Artistic Interpreting 3 SH

(Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

IDT 2333 Legal Interpreting 3 SH

(Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. (3 hr lecture)

IDT 2343 Multi-Cultural Aspects of Hearing Impairment 3 SH

(Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

IDT 2353 Etymology for Interpreters 3 SH

(Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

IDT 2426 Interpreting Practicum 6 SH

(Prerequisite: Approval of Instructor) This course is designed to help the second year interpreters in varied situations gain the experience and confidence necessary to perform adequately. Work in the community and on campus in actual interpreting situations can be counted toward class work. Experience will be in various interpreting situations. Practicum will be partly supervised and forms will be filled out by consumers of student interpreters. (1 hr lecture, 15 hr supervised work experience)

LANDSCAPE MANAGEMENT TECHNOLOGY

HLT 1114 Plant Materials I 4 SH

(Prerequisite: None) A survey of common ornamental plants used in landscaping trees, shrubs, and vines. Includes instruction in basic classification and identification procedures and in the identifying characteristics, maintenance, and use of the plants in a horticultural setting. This course is designed to be offered in the fall semester. (2 hr lecture, 4 hr lab)

HLT 1124 Plant Materials II 4 SH

(Prerequisite: None) A continuation of Plant Materials I with an emphasis on foliage and flowering plants. Designed to be taught in the spring semester. (2 hr lecture, 4 hr lab)

HLT 1411 Survey of Landscape Management 1 SH

(Prerequisite: None) A course to provide opportunities to gain knowledge of current trends in landscape contracting. Includes the preparation and delivery of reports on current topics, field trips, guest speakers, and other activities. (1 hr lecture)

HLT 1513 Landscape Design I 3 SH

(Prerequisite: None) An introduction to the concepts of landscape design. Includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. (1 hr lecture, 4 hr lab)

HLT 1523 Landscape Design II 3 SH

(Prerequisite: HLT 1513) A continuation of Landscape Design I with emphasis on preparation and presentation of site analysis and plot plans. (1 hr lecture, 4 hr lab)

HLT 1614 Landscape Equipment Operation & Maintenance 4 SH

(Prerequisite: None) A course to provide instruction and practice in the safe and proper operation and maintenance of landscaping equipment to include hand tools, small engines, and tractors and tractor attachments. (3 hr lecture, 2 hr lab)

HLT 1713 Landscape Construction 3 SH

(Prerequisite: None) A course which provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. (1 hr lecture, 4 hr lab)

HLT 1813 Turfgrass Management 3 SH

(Prerequisite: None) A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. (2 hr lecture, 2 hr lab)

HLT 2113 Ornamental and Turf Pest Management 3 SH

(Prerequisite: None) Provides instruction and practice in the identification and control of common lawn pests and diseases. Includes instruction in identifica-tion, pesticide use and safety and legal aspects of pest control. (2 hr lecture, 2 hr lab)

HLT 2124 Landscape Maintenance & Weed Control 4 SH

(Prerequisite: None) A course to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. Includes instruction in the use of herbicides and other weed control measures. (2 hr lecture, 4 hr lab)

HLT 2313 Landscape Business Management 3 SH

(Prerequisite: None) A course to provide instruction and practice regarding the management of a landscape operation. Includes instruction in estimating and bidding; personnel management, supervision, and development; and business practices. (2 hr lecture, 2 hr lab)

HLT 2913 Internship in Landscape Management I 3 SH

(Prerequisite: Sophomore standing) A course to allow students to apply skills and knowledge gained through the Landscape Management program in a job setting with a selected landscaping agency/business. (9 hr externship)

HLT 2923 Internship in Landscape Management II 3 SH

(Prerequisite: HLT 2913) A continuation of Internship in Landscape Management I. (9 hr externship)

MARKETING MANAGEMENT TECHNOLOGY
FASHION MERCHANDISING TECHNOLOGY

FMT 1113 Fashion Design Fundamentals **3 SH**

(Prerequisite: None) Examines factors influencing fashion color, line, and design. Includes applications of principles of art to clothing creation and selection. (2 hr lecture, 2 hr lab)

FMT 1213 Fashion Merchandising **3 SH**

(Prerequisite: None) An introduction to the fashion industry, including fashion terminology and start-up activities involved in the fashion business. (3 hr lecture)

FMT 1233 Fashion Buying **3 SH**

(Prerequisite: None) Study of the functions of the buyer within the retail operation. Includes logical sequences for activities and information necessary for buying fashion. (2 hr lecture, 2 hr lab)

FMT 1313 Textiles in Fashion **3 SH**

(Prerequisite: None) Examination of fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. (3 hr lecture)

FMT 2213 Fashion Modeling **3 SH**

(Prerequisite: None) Basic principles of image enhancement, wardrobing, fashion modeling, and fashion show production. (3 hr lecture)

FMT 2413 Visual Merchandising **3 SH**

(Prerequisite: None) Application of fundamental principles of design, perspective, and color theory to advanced projects including interior and exterior displays and trade booths. (2 hr lecture, 2 hr lab)

MARKETING MANAGEMENT TECHNOLOGY
GENERAL MARKETING MANAGEMENT TECHNOLOGY OPTION
REAL ESTATE TECHNOLOGY OPTION

MMT 1113 Principles of Marketing **3 SH**

(Prerequisite: None) Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers in the American marketing system and efficient techniques in the development and expansion of markets are included. (3 hr lecture)

MMT 1211 Professional Development I **1 SH**

(Prerequisite: None) Coordination of MMT-related activities on the local level. Applied leadership and human relations skills with emphasis on developing civic, social and business responsibilities. Includes participation in co-curricular activities on state and national levels. Available to MMT and FMT students only. (1 hr lecture)

MMT 1213 Principles of Management **3 SH**

(Prerequisite: None) Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. (3 hr lecture)

MMT 1221 Professional Development II **1 SH**

(Prerequisite: None) Coordination of MMT-related activities on the local level. Applied leadership and human relations skills with emphasis on developing civic, social and business responsibilities. Includes participation in co-curricular activities on state and national levels. Available to MMT and FMT students only. (1 hr lecture)

MMT 1243 Simulated Business Training I **3 SH**

(Prerequisite: None) Basic personality development, business ettiquette and introductory job procedures involving job application and interview, employer-employee relations, customer relations, also experience in selling. (3 hr lecture)

MMT 1313 Salesmanship **3 SH**

(Prerequisite: None) Basic principles and techniques of salesmanship and their practical application. Topics include basic tenets of psychology as related to the selling field, motivating the customer to buy, closing a sale, how to lose a sale and still keep a good customer, and producing good customer relations and a good selling environment. (3 hr lecture)

MMT 1413 Merchandising **3 SH**

(Prerequisite: BOT 1313) Study of the activities involved in the merchandising process. Included are the social, economic, technological, and competitive aspects and the changes in policies, methods and managerial strategy. (3 hr lecture)

MMT 1423 Advertising 3 SH

(Prerequisite: None) The role of advertising and its effectiveness. Consumer and product research, advertising media and strategic planning, and advertising construction. (2 hr lecture, 2 hr lab)

MMT 2173 Sales Management 3 SH

(Prerequisite: None) Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture)

MMT 2211 Professional Development III 1 SH

(Prerequisite: None) Coordination of MMT-related activities on the local level. Applied leadership and human relations skills with emphasis on developing civic, social and business responsibilities. Includes participation in co-curricular activities on state and national levels. Available to MMT and FMT students only. (1 hr lecture)

MMT 2221 Professional Development IV 1 SH

(Prerequisite: None) Coordination of MMT-related activities on the local level. Applied leadership and human relations skills with emphasis on developing civic, social and business responsibilities. Includes participation in co-curricular activities on state and national levels. Available to MMT and FMT students only. (1 hr lecture)

MMT 2223 Retail Management 3 SH

(Prerequisite: MMT 1213) Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. (3 hr lecture)

MMT 2233 Human Resource Management 3 SH

(Prerequisite: MMT 1213) Objectives, organization, and functions of personnel programs. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. (3 hr lecture)

MMT 2243 Marketing Management Decision Making 3 SH

(Prerequisite: MMT 1213) Effective management of small marketing firms, including planning, organizing, and controlling business operations. Also included are initial problems of starting of business, legal and governmental controls, and operation of certain types of small businesses. (3 hr lecture)

MMT 2263 Simulated Business Training II 3 SH

(Prerequisite: None) Selected experiences involving buying, sales promotion, inventory procedures, and marketing research using retail information processing concepts and applications. (3 hr lecture)

MMT 2513 Entrepreneurship 3 SH

(Prerequisite: None) Study of the development of a product or services idea and the creation of an organization to further its growth. (2 hr lecture, 2 hr lab)

MMT 2713 Principles of Real Estate 3 SH

(Prerequisite: None) A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

MMT 2723 Real Estate Law 3 SH

(Prerequisite: None) The law of real property and the law of estate brokerage. (3 hr lecture)

MMT 2733 Real Estate Sales 3 SH

(Prerequisite: None) A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

MMT 2743 Real Estate Appraisal 3 SH

(Prerequisite: None) Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

MMT 2753 Real Estate Finance 3 SH

(Prerequisite: None) Analysis of real estate financing; includes sources and procedures for financing different types of real estate. (3 hr lecture)

MMT 2763 Real Estate Practice 3 SH

(Prerequisite: Six semester hours in real estate to include Principles of Real Estate) This course is designed to provide instruction to the student on techniques inherent to developing a successful real estate career. Emphasis will be placed on basic knowledge skills and the development of a real estate practice. (3 hr lecture)

MECHANICAL TECHNOLOGY

MCT 1403 Fundamentals of Machine Shop **3 SH**

(Prerequisite: None) Instruction and practice in use of machine tools and welding. (2 hr lecture, 2 hr lab)

MCT 1413 Industrial Safety **3 SH**

(Prerequisite: None) Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)

MCT 1443 Basic Electricity **3 SH**

(Prerequisite: None) Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficiency of cooper, etc. (3 hr lecture)

MCT 1614 Manufacturing Processes I **4 SH**

(Prerequisite: None) Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in set up and operation of machine tools and equipment. Emphasis on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

MCT 1623 Materials of Industry **3 SH**

(Prerequisite: None) Origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (3 hr lecture)

MCT 1634 Manufacturing Processes II **4 SH**

(Prerequisite: MCT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

MCT 1643 Inspection Techniques **3 SH**

(Prerequisite: None) Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calibration and care of all measuring instruments. (2 hr lecture, 2 hr lab)

MCT 2213 Labor Law for Supervisors **3 SH**

(Prerequisite: None) Introduction to important labor laws. The legal responsibility of supervisors and legal protection available to business and employees. EEO, OSHA, and NLRB charges and how to respond. (3 hr lecture)

MCT 2623 Introduction to Quality Control **3 SH**

(Prerequisite: None) Key elements of quality control in present day industry: (1) the extent of quality control activity throughout the entire company system; (2) the planning, organizing, integrating, and measuring of quality control activity; (3) the accomplishment of quality control work; (4) the tools, techniques, and procedures used in quality control. (3 hr lecture)

MCT 2633 Physical Testing **3 SH**

(Prerequisite: None) Instruction in the correct use of and the theory related to the use of the tensile, fatigue, impact, and torsion testing machine. (1 hr lecture, 4 hr lab)

MCT 2643 Mechanisms **3 SH**

(Prerequisite: RST 1623) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

MCT 2653 Metallurgy **3 SH**

(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment, and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)

MCT 2663 Motion and Time **3 SH**

(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

MCT 2673 Hydraulics and Pneumatics **3 SH**

(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

MCT 2683 Strength of Materials **3 SH**

(Prerequisite: None) Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

MCT 2694 Production Planning and Problems 4 SH

(Prerequisites: Sophomore standing and MCT 1634) Examination of the factors involved in cost estimating. Identification of production problems and techniques of solution in lecture. Production control and comprehensive problems. (1 hr lecture, 6 hr lab)

MCT 2713 Principles of Supervision 3 SH

(Prerequisite: None) Basic and general principles of effective supervising techniques. Includes seven units: Fundamentals of Supervision, Relations of the Job, Communications, How to Train Employees, Performance and Job Evaluation, Job Management, and Work Improvement. (3 hr lecture)

MCT 2723 Statistical Concepts 3 SH

(Prerequisite: None) Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, correlation, and hypothesis testing techniques developed and discussed. (3 hr lecture)

MCT 2773 Job Analysis 3 SH

(Prerequisite: None) This course presents the basic techniques of job analysis. (3 hr lecture)

MCT 2783 Labor Relations 3 SH

(Prerequisite: None) This course presents techniques necessary for maintaining effective labor relations. (3 hr lecture)

MEDIA TECHNOLOGY

MDT 1113 Introduction to Radio and Television Production 3 SH

(Prerequisite: None) A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction. (3 hr lecture)

MDT 1213 Operation and Maintenance of AV Equipment 3 SH

(Prerequisite: None) This course involves troubleshooting, 16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors. (2 hr lecture, 2 hr lab)

MDT 1244 Introduction to Mass Communication 4 SH

(Prerequisite: None) The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)

MDT 1314 Fundamentals of Television Production 4 SH

(Prerequisite: None) A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)

MDT 1323 Electronics for Media 3 SH

(Prerequisite: None) This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electronic media and consumer electronics. (2 hr lecture, 2 hr lab)

MDT 2234 Instructional Graphics 4 SH

(Prerequisite: None) This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)

MDT 2243 Cataloging Non-Print Material 3 SH

(Prerequisite: None) The student will learn basic fundamentals in cataloging non-print material. (2 hr lecture, 2 hr lab)

MDT 2324 Intermediate Television Production 4 SH

(Prerequisite: None) A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)

MDT 2334 Advanced Television Production 4 SH

(Prerequisite: None) This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)

MDT 2414 Fundamentals of Audio Production 4 SH

(Prerequisite: None) The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)

MDT 2424 Editing **4 SH**

(Prerequisite: MDT 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management. (3 hr lecture, 2 hr lab)

MDT 2513 Principles of Photography **3 SH**

(Prerequisite: None) Use of photography as a communication medium. Principles of picture taking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)

MEDICAL ASSISTING TECHNOLOGY

MET 1112 Introduction to Medical Assisting **2 SH**

(Prerequisite: None) Introduces the student in health occupations education programs to basic principles of human behavior and to application of the personalized approach to the delivery of health care. Basic interpersonal communication concepts and techniques are emphasized. (2 hr lecture)

MET 1314 Medical Business Practices **4 SH**

(Prerequisite: CPT 1114) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hand situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgment, act independently, and cope with interruptions. (3 hr lecture, 2 hr lab)

MET 1412 Clinical Procedures I **2 SH**

(Prerequisite: None) The purpose of this course is to introduce the student to the importance of a valuable clinical assistant. It stresses the importance of being proficient in clinical skills. This course also provides students opportunities to put their skills into practice in simulated settings and check-offs. (1 hr lecture, 2 hr lab)

MET 1513 Medical Law and Ethics **3 SH**

(Prerequisite: None) Medical Ethics; medical acts; legal relationship of physician and patient; legal responsibilities of medical assistant; and professional liability. (3 hr lecture)

MET 2422 Clinical Procedures II **2 SH**

(Prerequisite: MET 1412) A continuation of Clinical Procedures I. (1 hr lecture, 2 hr lab)

MET 2432 Clinical Review **2 SH**

(Prerequisite: MET 2915) A review of all areas covered during clinical experience through Externship. (2 hr lecture)

MET 2524 Medical Insurance **4 SH**

(Prerequisite: None) To acquaint the student with different types of insurance, including Unemployment Compensation, disability, Worker's Compensation or industrial insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations, and terminology will be presented. (3 hr lecture, 2 hr lab)

MET 2614 Medical Laboratory for Medical Assistants **4 SH**

(Prerequisite: None) Techniques of the clinical laboratory to include competent use of the microscope, understanding of the theory and knowledge of the common laboratory tests performed in the physician's office, and accuracy in performing laboratory tests and reporting results. (3 hr lecture, 2 hr lab)

MET 2713 Pharmaceutical Principles **3 SH**

(Prerequisite: None) This course is designed for the health professional working outside the hospital setting. The text reflects current and commonly used practices, procedures, medication and drug preparation. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. (3 hr lecture)

MET 2915 Externship **5 SH**

(Prerequisite: Sophomore standing) Supervised experience in rotation in medical offices to provide student with a comprehensive application of knowledge and skills in front office procedures, insurance, and clinical skills to include clinical laboratory procedures, examination room techniques, pharmacology, radiology, and medical records. (20 hr clinical)

MEDICAL LABORATORY TECHNOLOGY

MLT 1111 Introduction to Medical Laboratory Technology/Phlebotomy 1 SH

(Prerequisite: None) Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. (2 hr lab)

MLT 1212 Urinalysis/Body Fluids 2 SH

(Prerequisite: None) Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. (1 hr lecture, 2 hr lab)

MLT 1313 Hematology I 3 SH

(Prerequisite: None) A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Included is the study of abnormal cell morphology and diseases involving blood cells and test procedures used in laboratory diagnosis of hematological disease (anemia, leukemia, etc.). (2 hr lecture, 2 hr lab)

MLT 1324 Hematology II 4 SH

(Prerequisite: MLT 1313) The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. (3 hr lecture, 2 hr lab)

MLT 1413 Immunology/Serology 3 SH

(Prerequisite: None) The study of the body's immune response and its correlation to health and disease. Laboratory sessions will include serologic test procedures used in diagnosis of disease. (2 hr lecture, 2 hr lab)

MLT 1515 Clinical Chemistry 5 SH

(Prerequisites: MAT 1313, CHE 1211, CHE 1213) Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. (3 hr lecture, 4 hr lab)

MLT 2424 Immunohematology 4 SH

(Prerequisite: MLT 1413) Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn. (2 hr lecture, 4 hr lab)

MLT 2612 Parasitology 2 SH

(Prerequisite: None) This course covers the morphology, physiology, life cycles, and epidemiology of human pathogenic parasites. Identification of the parasites from human material is also included. (1 hr lecture, 2 hr lab)

MLT 2714 Pathogenic Microbiology 4 SH

(Prerequisite: BIO 2924) Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. (2 hr lecture, 4 hr lab)

MLT 2816 Clinical Practice I 6 SH

(Prerequisite: MLT core courses) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. (16 hr clinical, 2 hr seminar)

MLT 2826 Clinical Practice II 6 SH

(Prerequisite: MLT 2816) A continuation of Clinical Practice I. (16 hr clinical, 2 hr seminar)

MLT 2836 Clinical Practice III 6 SH

(Prerequisite: MLT 2826) A continuation of Clinical Practice II. (16 hr clinical, 2 hr seminar)

MEDICAL RECORD TECHNOLOGY

MRT 1114 Medical Record Science I 4 SH

(Prerequisite: Acceptance into program) Introduction to the health care delivery system and to the medical record profession. Organization and function of the medical record department including duties and responsibilities of the medical record technician. Detailed instruction in methods of numbering, filing, classifying and analyzing medical records. (3 hr lecture, 2 hr lab)

MRT 1123 Medical Record Science II **3 SH**

(Prerequisites: MRT 1114, MRT 1213) Introduction to hospital and medical staff organization, accrediting and licensing standards, quality assessment mechanisms, computer applications in health information systems, and cancer programs.(2 hr lecture, 2 hr lab)

MRT 1213 Medical Terminology **3 SH**

(Prerequisite: None) Prefixes, suffixes, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)

MRT 1322 Medical Transcription **2 SH**

(Prerequisites: MRT 1213, BOT 1113) Concepts in medical dictation and word processing in health care facilities; transcribing techniques and practice in transcribing basic medical reports; application of medical transcription standards in a hospital medical transcription center. (1 hr lecture, 2 hr lab)

MRT 1413 Introduction to Disease I **3 SH**

(Prerequisite: BIO 2514) Study of the basic causes of disease, with emphasis on the correlation between pathological processes, clinical signs and symptoms. (3 hr lecture)

MRT 1513 Medical Record Directed Practice I **3 SH**

(Prerequisites: MRT 1114, MRT 1213) Supervised learning experience through participation in departmental activities for application of health record principles. (12 hr clinical)

MRT 2133 Medical Record Science III **3 SH**

(Prerequisite: MRT 1123) Principles of record-keeping systems in ancillary service departments, extended care facilities, hospices, Health Maintenance Organizations (HMO's), mental health facilities, and physicians' offices. Also covered are federal health programs and current trends in the health care delivery system. (2 hr lecture, 2 hr lab)

MRT 2143 Medical Record Science IV **3 SH**

(Prerequisite: MRT 1133) Introduction to health statistics with methods of compilation using the medical record as a source document. A survey of federal, state and local regulations with emphasis on legal aspects of health records. (2 hr lecture, 2 hr lab)

MRT 2423 Introduction to Disease II **3 SH**

(Prerequisite: BIO 2514, MRT 1413) Continuation of Introduction to Disease I with emphasis on disease processes affecting each body system, including principles of therapy and diagnostic tests. (3 hr lecture)

MRT 2523 Medical Record Directed Practice II **3 SH**

(Prerequisites: MRT 1123, MRT 1513) A continuation of Medical Record Directed Practice I. (12 hr clinical)

MRT 2613 Coding and Classification Systems I **3 SH**

(Prerequisite: BIO 2514) Basic Principles of classification systems, nomenclatures, indexes, and registers. Intensive coding practice using the International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM). (2 hr lecture, 2 hr lab)

MRT 2623 Coding and Classification Systems II **3 SH**

(Prerequisite: MRT 2613) Advanced coding practice with the International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM). Principles of coding using Current Procedural Terminology (CPT-4) and HCFAs. Study of current federal payment and reimbursement including diagnosis related groups (DRGs). (2 hr lecture, 2 hr lab)

MRT 2713 Medical Record Department Management **3 SH**

(Prerequisite: MRT 1123) A study of management principles as applied to the medical record department. Practice in writing job descriptions, policies, procedures, goals, and objectives. Also covered are organization charts, flow charts, and layouts. (3 hr lecture)

PARALEGAL TECHNOLOGY

LET 1113 Legal Systems and Terminology **3 SH**

(Prerequisite: None) Introduction to the legal system including the nature and significance of the adversary systems, the court system, an explanation of the sources of law, and an overview of ethical standards. (3 hr lecture)

LET 1213 Legal Research **3 SH**

(Prerequisite: LET 1113) Basic sources of law and the methodology of legal research. (3 hr lecture)

LET 1313 Civil Litigation **3 SH**

(Prerequisite: LET 1113) Study of the litigation process. Emphasis on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses. (2 hr lecture, 2 hr lab)

LET 1513 Family Law **3 SH**

(Prerequisite: None) Study of the areas of law pertaining to the family: marriage, annulment, divorce, child custody, parentage and paternity, adoption and/or guardianship, youth court, and support enforcement laws. (3 hr lecture)

LET 1713 Legal Writing **3 SH**

(Prerequisite: LET 1113) Composition of legal communications, briefs, memoranda and other legal documents. (2 hr lecture, 2 hr lab)

LET 2323 Torts **3 SH**

(Prerequisite: LET 1113) Instruction in the area of the law which deals with private or civil wrongs or injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages and remedies. (3 hr lecture)

LET 2453 Real Property I and Wills and Estates **3 SH**

(Prerequisite: LET 1113) Drafting of the documents incident to ownership and transfer of real property. Also introduces the student to laws relevant to inheritance and estates, basic concepts of estates and wills, and familiarization of estate taxes, probate procedures and preparation of documents. (3 hr lecture)

LET 2463 Real Property II **3 SH**

(Prerequisite: LET 2453) Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. (2 hr lecture, 2 hr lab)

LET 2523 Administrative Law and Bankruptcy **3 SH**

(Prerequisite: LET 1113) Introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies. Introduction to various types of bankruptcy and corresponding forms. (3 hr lecture)

LET 2633 Paralegal Skills Applications **3 SH**

(Prerequisite: LET 1113) Practical application of skills needed in the legal field through fact analyzation and document preparation. (2 hr lecture, 2 hr lab)

LET 2923 Internship for Paralegal **3 SH**

(Prerequisite: All LET courses) Supervised practical experience in a private law office, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. (9 hr externship)

PHYSICAL THERAPIST ASSISTANT

PTT 1213 Introduction to Physical Therapist Assistant **3 SH**

(Prerequisite: None) An introductory course defining the role of the physical therapist assistant as part of the treatment team. Includes historical background, professional ethics, and medical terminology as applied to the profession. (3 hr lecture)

PTT 2114 Kinesiology **4 SH**

(Prerequisite: Introduction to Physical Therapist Assistant) Introduction to normal body movement as related to skeletal, articular, and muscular systems. Biomechanics of human motion as applied to exercise procedures and ambulation. Common disturbances in muscle strength, flexibility and coordination are examined and coordination are examined. (4 hr lecture)

PTT 2126 Therapeutic Modalities I **6 SH**

(Prerequisite: Introduction to Physical Therapist Assistant) Theory and application of hydro therapy, radiant therapy, electrotherapy, and massage. (3 hr lecture, 6 hr lab)

PTT 2133 Clinical Experience I **3 SH**

(Prerequisite: Introduction to Physical Therapist Assistant) Supervised clinical experience with emphasis on the practice of basic skills. (8 hr clinical, 1 hr seminar)

PTT 2214 Therapeutic Modalities II **4 SH**

(Prerequisite: Therapeutic Modalities I) A continuation of physical agents utilized in the treatment of clinical conditions with emphasis on contraindications and spinal precautions. (3 hr lecture, 2 hr lab)

PTT 2224 Neuromuscular Diseases **4 SH**

(Prerequisite: Therapeutic Modalities I) The etiology, symptoms, and treatment of neuromuscular diseases are examined in relation to commonly prescribed physical therapy procedures. (3 hr lecture, 2 hr lab)

PTT 2234 Therapeutic Exercise and Rehabilitation 4 SH

(Prerequisite: Therapeutic Modalities I) Principles and application of therapeutic exercise including tests and measurements, posture evaluation, and body mechanics. Rehabilitation instruction to include rehabilitation nursing techniques, activity of daily living training, prosthetic training, and ambulation training. (2 hr lecture, 4 hr lab)

PTT 2245 Clinical Experience II 5 SH

(Prerequisite: Clinical Experience I) Supervised clinical experience with emphasis on the application treatment procedures and exercise techniques. (16 hr clinical, 1 hr seminar)

PTT 2255 Clinical Experience III 5 SH

(Prerequisite: Clinical Experience II) Supervised clinical experience emphasizing refinement of treatment procedures on a variety of patients. (16 hr clinical, 1 hr seminar)

POSTAL MANAGEMENT TECHNOLOGY

PMT 1113 History and Organization of Postal Service 3 SH

(Prerequisite: None) Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

PMT 1123 Employee and Labor Relations 3 SH

(Prerequisite: None) Emphasis on laws and practices of labor management, current status and problems, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O., safety and health, and personnel problems. (3 hr lecture)

PMT 1133 Finance 3 SH

(Prerequisite: None) Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)

PMT 2113 Mail Processing 3 SH

(Prerequisite: None) Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

PMT 2123 Customer Services 3 SH

(Prerequisite: None) Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

PMT 2133 Postal Problem Analysis 3 SH

(Prerequisite: None) Postal problems for which the student must use system analysis, problem solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)

PMT 2213 Postal Management Seminar I 3 SH

(Prerequisite: None) This course provides for a wide range of topics related to Postal Management which are not otherwise included in the curricula. (3 hr lecture)

PMT 2223 Postal Management Seminar II 3 SH

(Prerequisite: PMT 2213) This course is a continuation of Postal Management Seminar I. (3 hr lecture)

QUALITY ASSURANCE TECHNOLOGY
INSPECTION & TESTING TECHNOLOGY OPTION
(NOTE: Implementation subject to state approval and funding.)

QAT 1113 Introduction to Quality Assurance and Control 3 SH

(Prerequisite: None) This course will familiarize the student with quality assurance and quality control concepts as they apply to the inspector's position. The use and understanding of the various codes, standards, specifications and other regulatory documents are emphasized and integrated with the total quality concept. (2 hr lecture, 2 hr lab)

QAT 1213 Statistical Process Control 3 SH

(Prerequisite: None) Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, and correlation are discussed. (2 hr lecture, 2 hr lab)

QAT 1313 Drawings and Specifications 3 SH

(Prerequisite: None) This course provides the student with the basic concepts needed to read, understand, and interpret process and industrial drawings and specifications as required to plan or perform inspection and testing activities. (2 hr lecture, 2 hr lab)

QAT 1413 Inspection and Testing Technology 3 SH

(Prerequisite: None) This course will provide the student with a basic foundation of knowledge and skills common to most Quality Control and Nondestructive Testing disciplines covering both classroom and laboratory training. (2 hr lecture, 2 hr lab)

QAT 1513 Properties of Materials 3 SH

(Prerequisite: None) This course will provide the student with the necessary knowledge of materials to perform testing and inspection activities. Practical experience will be gained through laboratory training. (2 hr lecture, 2 hr lab)

QAT 1616 Internship Work Experience 6 SH

(Prerequisite: 1st year QAT Courses) Provides a paid supervised work experience in choice of NDT or Quality Control Inspection. Students will be placed in manufacturing plants, refineries, power plants, or chemical plants supervised by certified inspectors/technicians. Actual inspection/testing time to be recorded as on-the-job training. By the end of the internship, students will have gained three months inspection or testing experience which will meet the Level I experience requirements for several industry standards including ANSI and ASNT. (18 hr supervised work experience)

QAT 1623 Internship Seminar 3 SH

(Corequisite: QAT 1616) Seminar will be taught at internship locations. Skills and information pertinent to the job being performed will be addressed. (3 hr lecture)

QAT 2114 Nondestructive Testing I 4 SH

(Prerequisite: QAT 1413) Classroom and laboratory instruction in the fundamentals of nondestructive testing and their application to various types of materials, manufacturing processes and industries. Career opportunities will be reviewed and discussed. (3 hr lecture, 2 hr lab)

QAT 2124 Nondestructive Testing II 4 SH

(Prerequisite: QAT 2114) Continued classroom and laboratory instruction designed to develop skills and knowledge in methods and procedures for nondestructive testing. The major emphasis of the course will be on the radiographic and ultrasonic testing methods. (3 hr lecture, 2 hr lab)

QAT 2213 Inspection Techniques I 3 SH

(Prerequisite: QAT 1413) This course will provide the student with the basic principles and techniques for a QC Inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) visual weld, 2) mechanical, and 3) receiving. (2 hr lecture, 2 hr lab)

QAT 2223 Inspection Techniques II 3 SH

(Prerequisite: QAT 2213) This course will provide the student with the necessary knowledge and skills for a QC inspector to perform the required tasks covering both classroom and laboratory training. Course is divided into three parts covering the following disciplines: 1) electrical, 2) instrumentation and controls, and 3) civil. (2 hr lecture, 2 hr lab)

RADIOGRAPHY TECHNOLOGY (RADIOLOGIC TECHNOLOGY)

RGT 2932 Radiography Technology Program & Registration 32 SH

(Prerequisites: (1) Receipt of an official Radiography Technology program completion document and proof of CAHEA/JRCERT accreditation from the hospital, school, or agency awarding the diploma; (2) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a ACHEA/JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists.

RELATED STUDIES (TECHNICAL)

RST 1013 Learning to Learn 3 SH

(Prerequisite: None) Learning to Learn: Critical Thinking Skills for a Quality Workforce is a national training program created by the American Society for Training and Development to help employees and future employees (students) at all levels and all ages to think more analytically, to learn more thoroughly and effectively and to be more productive. It teaches individuals how to incorporate the basic skills of successful learners into their own learning and thinking behavior. (3 hr lecture)

RST 1623 Technical Mathematics I (Algebra) 3 SH

(Prerequisite: MAT 1203 or 1 unit of high school algebra or Instructor approval) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 1633 Technical Mathematics II (Trigonometry) 3 SH

(Prerequisite: RST 1623 or equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Topics are taught using practical applications drawn from the various technical fields. (3 hr lecture)

RST 2113 Internship Work Experience I 3 SH

(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for paid supervised work experience related to the chosen career field. In most cases, students must arrange for their own employment. (9 hr supervised work experience)

RST 2123 Internship Work Experience II 3 SH

(Prerequisite: RST 2113) This course is a continuation of Internship Work Experience I. (9 hr supervised work experience.)

RST 2213 Independent Technical Studies I 3 SH

(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for independent study related to the chosen career field under limited supervision and guidance from an instructor. (6 hr lab)

RST 2223 Independent Technical Studies II 3 SH

(Prerequisite: RST 2213) This course is a continuation of Independent Technical Studies I. (6 hr lab)

RST 2313 Technical Studies Seminar I 3 SH

(Prerequisites: Sophomore standing and Instructor approval) This course provides the opportunity for a wide range of technical topics to be pursued by instructors and students which may not otherwise appear in the existing curricula. (3 hr lecture)

RST 2323 Technical Studies Seminar II 3 SH

(Prerequisite: RST 2313) This course is a continuation of Technical Studies Seminar I. (3 hr lecture)

RST 2414 Technical Physics I (Mechanics, Fluids, Heat & Sound) 4 SH

(Corequisite: RST 1623 or equivalent) Physical laws of mechanics, fluids, heat and sound with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RST 2424 Technical Physics II (Light, Electricity & Magnetism) 4 SH

(Prerequisite: RST 2414 or equivalent) Physical laws of light, electricity, magnetism and modern physics with topics taught using practical applications drawn from the various technical fields. (3 hr lecture, 2 hr lab)

RESPIRATORY CARE TECHNOLOGY

RCT 1114 Respiratory Care Science 4 SH

(Prerequisite: None) An integrated study of the fundamental laws and theories of chemistry and physics, math functions, pharmacology, and microbiology as related to respiratory care. (3 hr lecture, 2 hr lab)

RCT 1216 Respiratory Care Technology I 6 SH

(Prerequisite: None) A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. (2 hr lecture, 8 hr lab)

RCT 1224 Respiratory Care Technology II 4 SH

(Prerequisite: RCT 1216) A continuation of Respiratory Care Technology I. A study of general classifications of adult and neonatal mechanical ventilators to include identification and treatment of respiratory failure, and methods of ventilator weaning processes. (3 hr lecture, 2 hr lab)

RCT 1313 Cardiopulmonary Anatomy and Physiology 3 SH

(Prerequisite: None) A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 hr lecture)

RCT 1322 Pulmonary Function Testing (PFT) 2 SH

(Prerequisite: RCT 1114) This course is an introduction to pulmonary function technique and testing equipment. (1 hr lecture, 2 hr lab)

RCT 1412 Patient Assessment 2 SH

(Prerequisite: None) Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases to include etiology, pathophysiology, treatment, and prevention. (2 hr lecture)

RCT 1516 Clinical Practice I 6 SH

(Prerequisites: RCT 1114, RCT 1216) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (24 hr clinical)

RCT 1524 Clinical Practice II 4 SH

(Prerequisite: RCT 1516) Students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care. (16 hr clinical)

RCT 2234 Respiratory Care Technology III 4 SH

(Prerequisite: RCT 1524) A study of adult mechanical ventilation and cardiac and pulmonary monitoring techniques that are used in critical care settings. (3 hr lecture, 2 hr lab)

RCT 2333 Cardiopulmonary Pathology 3 SH

(Prerequisite: RCT 1313) A study of the anatomical alterations of the lungs caused by different disease processes. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. (3 hr lecture)

RCT 2343 Cardiopulmonary Life Support 3 SH

(Prerequisite: Completion of certificate (12-month) level) A presentation of advanced cardiac life support materials to include pharmacology, defibrillation, and cardioversion. Included are EKG recognition and treatment. (2 hr lecture, 2 hr lab)

RCT 2532 Clinical Practice III 2 SH

(Prerequisite: RCT 1524) A complete review of the fundamental practice of respiratory care in the hospital environment to incorporate rotations through intensive care areas, using objectives for presentation of practice for respiratory care. (8 hr clinical)

RCT 2544 Clinical Practice IV 4 SH

(Prerequisite: RCT 2532) Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (16 hr clinical)

RCT 2612 Neonatal/Pediatrics Management 2 SH

(Prerequisite: RCT 2234) A study of fetal development and the transition to extrauterine environment. Includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. (2 hr lecture)

SURGICAL TECHNOLOGY

SUT 1113 Introduction To Surgical Technology 3 SH

(Prerequisite: None) Basic introductory course including hospital and surgery suite organization and environment, history, legal responsibilities, terminology, and interpersonal relationships. (3 hr lecture)

SUT 1216 Principles of Surgical Technique 6 SH

(Prerequisite: None) A comprehensive study of aseptic technique, safe patient care, pharmacology, anesthesiology, and surgical techniques. (2 hr lecture, 8 hr lab)

SUT 1314 Surgical Anatomy 4 SH

(Prerequisite: None) Emphasis placed on structure and function of the human body as it is related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. (3 hr lecture, 2 hr lab)

SUT 1413 Surgical Microbiology 3 SH

(Prerequisite: None) Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. (3 hr lecture)

SUT 1517 Basic & Related Surgical Procedures 7 SH

(Prerequisites: SUT 1113, SUT 1216, SUT 1314, SUT 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and anesthesia recovery. (4 hr lecture, 12 hr clinical)

SUT 1527 Specialized Surgical Procedures 7 SH

(Prerequisites: SUT 1113, SUT 1216, SUT 1314, SUT 1413) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; plastics; pediatrics; burns; diagnostic procedures; and hemostasis. Clinical experience in area hospital surgical suite and related departments. (4 hr lecture, 12 hr clinical)

SUT 1537 Advanced Surgical Procedures 7 SH

(Prerequisites: SUT 1517, SUT 1527) Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. (4 hr lecture, 12 hr clinical)

VETERINARY TECHNOLOGY

VAT 1111 Veterinary Mathematics Calculations 1 SH

(Prerequisite: None) Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, drug classifications, and abbreviations and symbols. Special attention is given to veterinary clinical work problems. (1 hr lecture)

VAT 1213 Animal Restraint and Medication 3 SH

(Prerequisite: None) Animal Restraint and Medication is the study and practice of restraining small animals, utilizing both chemical and physical means of safe and human restraint. Included in the course is basic terminology, usage, administration, and general knowledge of common drugs and vaccines. (2 hr lecture, 2 hr lab)

VAT 1314 Animal Anatomy and Physiology 4 SH

(Prerequisite: None) Animal Anatomy and Physiology introduces the student to basic anatomy and physiology as related to the needs of a Veterinary Assistant. Special emphasis is given to the structure of a selected cadaver location of specific structures and functions of these structures. (3 hr lecture, 2 hr lab)

VAT 1414 Surgical and Hospital Techniques I 4 SH

(Prerequisite: None) Surgical and Hospital Techniques I is the study and practical application of sterile techniques, preparation of the surgical site, operating room conduct, assisting the surgeon, preanesthetic, anesthesiology, and anesthetic emergencies. (3 hr lecture, 2 hr lab)

VAT 1424 Surgical and Hospital Techniques II 4 SH

(Prerequisite: None) Surgical and Hospital Techniques II is the study and practical application of basic clinical and hospital techniques required of the veterinary technician. Subjects include pharmacology, animal nutrition, radiology, patient management and client instructions and office procedures. (3 hr lecture, 2 hr lab)

VAT 1513 Animal Parasites and Diseases 3 SH

(Prerequisite: None) Animal Parasites and Diseases includes the study of etiology, symptoms, pathology, transmission, duration, prognosis, prevention, and general knowledge of common parasites and diseases of farm animals and pets. (3 hr lecture)

VAT 1613 Clinical Pathology 3 SH

(Prerequisite: None) Clinical Pathology is the study and practical application of veterinary diagnostic aids. The course includes hematology, blood chemistries, serology, urinalysis, fecal analysis, and organ function test. (2 hr lecture, 2 hr lab)

VAT 2174 Laboratory Animals 4 SH

(Prerequisite: Successful completion of first year's work) The Animal Health Technician student will rotate through the Laboratory Animal Unit of the College of Veterinary Medicine. Maintenance of health laboratory animals to include proper nutrition, husbandry and handling will be emphasized.

VAT 2184 Internship 4 SH

(Prerequisite: Successful completion of first year's work) An Animal Health Technician student will be required to complete one 4-week preceptorship with an APPROVED Mississippi veterinary practice or laboratory animal facility. The internship provides hands-on experience in a small animal, mixed animal, large animal or laboratory animal facility.

VAT 2214 Small Animal Health Assessment Service 4 SH

(Prerequisite: Successful completion of first year's work) This rotation will require active participation in the management of small animal cases, to include the business aspects of the practice environment and the delivery of health maintenance programs associated with a small animal clinical service.

VAT 2224 Small Animal Medicine 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Unit of the Animal Health Center under the direct supervision of internal medicine faculty. The student will participate in the receiving, analysis and management of patients referred for medical care.

VAT 2234 Large Animal Clinic 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Food Animal and Equine Units of the Large Animal Clinic under the direct supervision of large animal clinical faculty. The student will participate in the receiving, analysis and management of food animal and equine patients referred for medical or surgical care.

VAT 2244 Field Services 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Field Services Unit of the Animal Health Center under the direct supervision of large animal clinical faculty. The student will participate in problem analysis, case management and development of health maintenance programs for populations of animals.

VAT 2254 Small Animal Surgery 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Small Animal Surgery Unit of the Animal Health Center under the direct supervision of surgical faculty, and will participate in all aspects of patient preparation, patient management, operating room set up, and surgical equipment and supply preparation.

VAT 2264 Anesthesia 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Anesthesia Services of the Animal Health Center under the direct supervision of faculty in anesthesia. Responsibilities include preoperative evaluation of patients, selection of appropriate anesthetic protocols, induction of anesthesia, maintenance of anesthesia, monitoring of anesthesia, anesthetic recovery of patients and post-operative management.

VAT 2274 Radiology 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Radiology Services of the Animal Health Center under the direct supervision of faculty radiologists. Responsibilities include positioning animals for radiographs. The student is also responsible for participation in ultrasound diagnostic and radiotherapy procedures.

VAT 2284 Laboratory Services 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the Diagnostic Laboratory of the Animal Health Center under the direct supervision of the Diagnostic Services faculty. Responsibilities include collection of laboratory samples, conducting laboratory analysis in clinical pathology, parasitology and bacteriology.

VAT 2294 Pharmacy Service/Necropsy 4 SH

(Prerequisite: Successful completion of first year's work) The student will rotate through the pharmacy of the Animal Health Center under the direct supervision of a registered pharmacist, and will also rotate through the Necropsy Service of the Diagnostic Laboratory under the direct supervision of a faculty pathologist.

VI
Vocational Programs and Course Descriptions

ONE-YEAR AND TWO-YEAR VOCATIONAL CERTIFICATE PROGRAMS

PROGRAM TITLE (Major)	JACKSON ATC	NAH	RAN	RAY	UTI	VWC
Airframe & Powerplant Maintenance				X		
Automotive Body and Frame Repair				X	X	
Automotive Machinist				X		
Automotive Mechanics				X	X	
Automotive Vehicles & Accessories Marketing				X		
Barbering				X	X	
Building Construction						
Brick, Block & Stonemasonry Option				X	X	
Residential Carpentry Option				X	X	
Clothing & Textiles Services					X	
Communications Electronics Repair				X		
Cosmetology					X	
Electricity & Wiring				X		
Food Production & Management					X	
Graphic & Printing Communications				X		
Heavy Equipment Maintenance (Diesel/Truck Mechanics)				X		
Industrial Drafting				X		
Industrial Maintenance Trades					X	EVE
Machine Shop				X		
Meat Merchandising				X		
Office Machine Repair				X		
Practical Nursing		X			X	
Refrigeration & Air Conditioning				X		
Welding				X	X	

Note(s): 1) Related Studies I and/or II are required in each of the above programs except for students who are exempt from these courses based upon basic and academic skills competency testing.

2) Courses with the phrase "Essential Skills for ..." in the course title contain the basic vocational skills necessary for success in the chosen occupational program of study. Although normally listed in the summer session preceding first year-first semester courses, in most cases the "Essential Skills" course may also be taken concurrent with other first semester courses. Those who have satisfactorily completed the related high school vocational program, or who otherwise demonstrate comparable proficiency, are exempt from taking the "Essential Skills" course.

3) Most programs permit new students to enroll at the beginning of either the fall semester (August) or spring semester (January). In addition, several programs also permit new student enrollments at mid- semester (October and March) or during the summer (June).

4) Summer classes are not offered at all campus locations.

AIRFRAME AND POWERPLANT MAINTENANCE

Program Description: This program prepares students to enter the aviation maintenance industry with basic knowledge and skills as aircraft maintenance mechanics. Upon successful completion of the program, students will be prepared to take the Federal Aviation Administration Airframe and Powerplant Mechanic Examinations.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
APV 1118	General Theory of Maintenance I (1st 8 Week Term)	4	8	0	8
APV 1128	General Theory of Maintenance II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
APV 1138	Powerplant I (1st 8 Week Term)	4	8	0	8
APV 1148	Powerplant II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
APV 2118	Powerplant III (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
APV 2128	Airframe I (1st 8 Week Term)	4	8	0	8
APV 2138	Airframe II (2nd 8 Week Term)	4	8	0	8
TOTAL					16
2nd Year	**2nd Semester**				
APV 2148	Airframe III (1st 8 Week Term)	4	8	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (Two Year) **70**

AUTOMOTIVE BODY AND FRAME REPAIR

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies and frames. Theory and practice in body repair, frame straightening, glasswork and painting are included.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
ABV 1118	Fundamentals (1st 8 Week Term)	4	8	0	8
ABV 1128	Removing and Replacing Defective Parts (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
ABV 1138	Frame Straightening and Body Alignment (1st 8 Week Term)	4	8	0	8
ABV 1148	Paint and Surface Preparation (2nd 8 Week Term)	4	8	0	8
TOTAL					19

Summer Session					
ABV 1158	Shop Management and Estimating (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
ABV 2118	Painting (1st 8 Week Term)	4	8	0	8
ABV 2128	Special Painting Problems (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **62**

AUTOMOTIVE MACHINIST

Program Description: The Automotive Machinist Program provides instruction in the use of precision measuring instruments, hand tools, machines, and equipment. Covered are types and uses of hand, mechanical, power, and hydraulic tools, along with types of fluids, cutting oils, and coolants. Disassembly and inspection of automotive engines, resurfacing brake drums and rotors, basic engine balancing, and cylinder head rebuilding are included. Students receive instruction and practice in cylinder boring, align boring, and submerged arc welding of crankshafts. The operations of the drill press, crankshaft grinder, and cam shaft grinding, along with a general knowledge of the milling machine, connecting rod rebuilding, and engine assembly are also covered. Successful graduates may be employed as auto machinists in auto machine shops, auto parts concerns, automotive dealerships, mechanics shops, and automotive engine manufacturing firms.

Campus Location(s): Raymond Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
AUV 1118	Preparation and Use of Resurfacing Machines (1st 8 Week Term)	4	8	0	8
AUV 1128	Piston and Connecting Rod Service (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
AUV 1138	Cylinder Head Rebuilding and Service (1st 8 Week Term)	4	8	0	8
AUV 1148	Cylinder Block Service (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
AUV 1158	Crankshaft Service (8 Week Term)	4	8	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (One Year) **46**

AUTOMOTIVE MECHANICS

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Campus Location(s): Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
ATV 1118	Principles of Automobile Engines (1st 8 Week Term)	4	8	0	8
ATV 1128	Electrical Systems (2nd 8 Week Term)	4	8	0	8
TOTAL					19

1st Year	**2nd Semester**					
RSV 1013	Related Studies II	2	2	0	3
ATV 1138	Brake and Hydraulic Systems (1st 8 Week Term)	4	8	0	8
ATV 1148	Suspension and Steering Systems (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
ATV 1158	Air Conditioning and Heating (8 Week Term)	4	8	0	8
TOTAL					8
COMPLETION AWARD: Vocational Certificate (One Year)					**46**
2nd Year	**1st Semester**				
ATV 2118	Manual Transmission and Drive Line (1st 8 Week Term)	4	8	0	8
ATV 2128	Automatic Transmission (2nd 8 Week Term)	4	8	0	8
TOTAL					16
2nd Year	**2nd Semester**				
ATV 2138	Engine Tune-up & Diagnostic Procedures (1st 8 Week Term)	4	8	0	8
ATV 2148	Engine Overhaul (2nd 8 Week Term)	4	8	0	8
TOTAL					16
COMPLETION AWARD: Vocational Certificate (Two Year)					**78**

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, computer based instruction on inventory control, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
AAV 1118	Orientation and Records Management (1st 8 Week Term)	4	8	0	8
AAV 1218	Automotive Assemblies & Systems (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
AAV 1318	Catalog and Merchandising (1st 8 Week Term)	4	8	0	8
AAV 1418	Internal Operations and Sales (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
AAV 1518	Supervised Sales Experience (8 Week Term)	2	0	18	8
TOTAL					8
COMPLETION AWARD: Vocational Certificate (One Year)					**46**

BARBERING

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
BAV 1118	Basic Practices in Barbering (1st 8 Week Term)	4	12	0	8
BAV 1218	Elementary Practices in Barbering I (2nd 8 Week Term)	4	12	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
BAV 1318	Elementary Practices in Barbering II (1st 8 Week Term)	4	12	0	8
BAV 1418	Intermediate Practices in Barbering I (2nd 8 Week Term)	4	12	0	8
TOTAL					19
Summer Session					
BAV 1518	Intermediate Practices in Barbering II (8 Week Term)	4	12	0	8
TOTAL					8
2nd Year	**1st Semester**				
BAV 1618	Advanced Practices in Barbering (1st 8 Week Term)	4	12	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (One Year) **54**

BUILDING CONSTRUCTION
BRICK, BLOCK, AND STONEMASONRY OPTION

Program Description: This program is designed to prepare students for employment as brickmasons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Sesson					
BSV 1014	Essential Skills for Brick, Block, and Stonemasonry	2	4	0	4
TOTAL					4
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
BSV 1213	Masonry Construction I	1	4	0	3
BSV 1313	Reinforced Masonry I	1	4	0	3
BSV 1413	Block and Stonemasonry I	1	4	0	3
BSV 1513	Arch Construction I	1	4	0	3
BSV 1614	Chimney and Fireplaces I	2	4	0	4
TOTAL					19

1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
BSV 1223	Masonry Construction II	1	4	0	3
BSV 1323	Reinforced Masonry II	1	4	0	3
BSV 1423	Block and Stonemasonry II	1	4	0	3
BSV 1523	Arch Construction II	1	4	0	3
BSV 1624	Chimney and Fireplaces II	2	4	0	4
TOTAL					19

COMPLETION AWARD: Vocational Certificate (One Year) **42**

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Campus Location(s): Raymond and Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
CAV 1014	Essential Skills for Residential Carpentry	2	4	0	4
TOTAL					4
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
CAV 1115	Foundations I	2	6	0	5
CAV 1215	Framing I	2	6	0	5
CAV 1315	Interior Finishing and Cabinet Making	2	6	0	5
TOTAL					18
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
CAV 1125	Foundations II	2	6	0	5
CAV 1225	Framing II	2	6	0	5
CAV 1415	Roofing and Exterior Finishing	2	6	0	5
TOTAL					18

COMPLETION AWARD: Vocational Certificate (One Year) **40**

Suggested Elective

CAV 2113	Principles of Construction	2	2	0	3

CLOTHING AND TEXTILES SERVICES

Program Description: This program prepares individuals for entry level occupations concerned with clothing and textiles services, including but not limited to construction; fabric and fabric care; pattern design; principles of clothing construction and selection; fitting and alterations of ready-to-wear garments; custom tailoring; clothing maintenance; home furnishings; and textiles testing.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
CTV 1114	Garment Construction	1	6	0	4
CTV 1123	Alterations	1	4	0	3
CTV 1213	Fabric and Equipment Use and Care	1	4	0	3
CTV 1223	Textiles	2	2	0	3
CTV 1233	Fabric and Accessory Design	1	4	0	3
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
CTV 1134	Tailoring	1	6	0	4
CTV 1143	Costume Design (or CTV 1913 Internship)	1	4	0	3
CTV 1313	Modeling and Grooming	2	2	0	3
CTV 1414	Home Furnishings	1	6	0	4
TOTAL					17

COMPLETION AWARD: Vocational Certificate (One Year) **36**

COMMUNICATIONS ELECTRONICS REPAIR

Program Description: During the first year, general electronics speciality instruction is given in electrical theories and their relationship to radio and television communication and test equipment. Students become skilled in testing and repairing units and minute parts of electronic equipment. A foundation is provided that helps prepare the student for Federal Communications Commission (FCC) license examinations and certified electronics technician positions in industry. The second year covers the fundamentals of testing, troubleshooting and repairing of simple and complex consumer and industrial electronics equipment utilizing hands-on projects. Graduates may choose from a broad selection of career opportunities in the consumer industrial, or communications electronics field.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
CEV 1118	Direct Current Circuits (1st 8 Week Term)	4	8	0	8
CEV 1128	Alternating Current Circuits (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
CEV 1138	Solid State Devices and Semiconductors (1st 8 Week Term)	4	8	0	8
CEV 1148	Radio Communications (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
CEV 1178	Digital Logic Circuits (8 Week Term)	4	8	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (One Year) **46**

2nd Year	**1st Semester**				
CEV 1158	Television Theory and Servicing (1st 8 Week Term)	4	8	0	8
CEV 2118	Video Systems Theory and Servicing I (2nd 8 Week Term)	4	8	0	8
TOTAL					16
2nd Year	**2nd Semester**				
CEV 2128	Video Systems Theory and Servicing II (1st 8 Week Term)	4	8	0	8
CEV 2138	Diagnostic Procedures I (2nd 8 Week Term)	4	8	0	8
TOTAL					16
Approved Electives					
CEV 2148	Diagnostic Procedures II	4	8	0	8
CEV 1168	Supervised Field Experience	4	8	0	8
COMPLETION AWARD: Vocational Certificate (Two Year)					**78**

COSMETOLOGY

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology. Upon completion of this course, a student is given a certificate, which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
COV 1118	Basic Practices in Cosmetology (1st 8 Week Term)	4	12	0	8
COV 1128	Elementary Practices in Cosmetology (2nd 8 Week Term)	4	12	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
COV 1138	Intermediate Practices in Cosmetology (1st 8 Week Term)	4	12	0	8
COV 1148	Advanced Practices in Cosmetology (2nd 8 Week Term)	4	12	0	8
TOTAL					19
Summer Session					
COV 1158	Special Problems in Cosmetology I (8 Week Term)	4	12	0	8
TOTAL					8
2nd Year	**1st Semester**				
COV 1168	Special Problems in Cosmetology II (1st 8 Week Term)	4	12	0	8
TOTAL					8
COMPLETION AWARD: Vocational Certificate (One Year)					**54**

ELECTRICITY AND WIRING

Program Description: Upon completion of this program, a graduate will be capable of planning, designing, and carrying through to a successful completion, the wiring of a residential structure. This will include the figuring of materials and labor required for the job. The graduate will be capable of bending and installing conduit, calculating feeder and branch circuit sizes, installing panels, motor controls, and pulling wires in an industrial structure. Trouble-shooting and repair of electrical circuits will be emphasized throughout the course.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
ELV 1118	Electricity and Electrical Safety (1st 8 Week Term)	4	8	0	8
ELV 1128	Residential Wiring I (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
ELV 1138	Residential Wiring II (1st 8 Week Term)	4	8	0	8
ELV 1148	Industrial Wiring I (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
ELV 1158	Industrial Wiring II (8 Week Term)	4	8	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (One Year) **46**

FOOD PRODUCTION AND MANAGEMENT

Program Description: This program is designed to prepare individuals for employment in food service operations such as: hospitals, homes for the aged, homes for children, hotels, restaurants, schools, industrial cafeterias and other similar operations. Positions available after completion of the program are food preparation chefs, cooks, pastry chefs, bakers, food service managers and others.

Campus Location(s): Utica

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
FPV 1114	Food Service & Nutrition I	2	4	0	4
FPV 1223	Menu Planning	3	0	0	3
FPV 1313	Equipment and Interior	3	0	0	3
FPV 1314	Fast Foods with Lab	2	4	0	4
TOTAL					17
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
FPV 1113	Child Nutrition	3	0	0	3
FPV 1124	Food Service & Nutrition II	2	4	0	4
FPV 1213	Modified Diets	2	2	0	3
FPV 2623	Baking	0	6	0	3
TOTAL					16

2nd Year	**1st Semester**				
FPV 1613	Front of House Operations	2	2	0	3
FPV 2234	Quantity Foods I	2	4	0	4
FPV 2413	Purchasing & Storage	3	0	0	3
FPV 2522	Supervised Practicum I	0	0	6	2
FPV 2613	Demonstration Methods	2	2	0	3
FPV 2713	Catering I	2	2	0	3
TOTAL					18
2nd Year	**2nd Semester**				
FPV 1713	Small Business Operations	3	0	0	3
FPV 2244	Quantity Foods II	2	4	0	4
FPV 2532	Supervised Practicum II	0	0	6	2
FPV 2723	Catering II	2	2	0	3
FPV 2813	Management	3	0	0	3
TOTAL					15

COMPLETION AWARD: Vocational Certificate (Two Year) **66**

GRAPHIC AND PRINTING COMMUNICATIONS

Program Description: This program prepares students for entry-level jobs in printing. Instruction is given in layout, paste-up, camera operation, plate making, process color, printing and binding.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
GPV 1118	Basic Printing I (1st 8 Week Term)	4	8	0	8
GPV 1128	Basic Printing II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
GPV 1138	Presswork I (1st 8 Week Term)	4	8	0	8
GPV 1148	Presswork II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
GPV 1158	Advanced Printing (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
GPV 1168	Printing Specialization (1st 8 Week Term)	4	8	0	8
GPV 1178	Supervised Work Experience (2nd 8 Week Term)	4	0	12	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **62**

HEAVY EQUIPMENT MAINTENANCE
(Diesel/Truck Mechanics)

Program Description: This program is designed to provide training in the field of diesel and truck mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers internal combustion, electrical systems, hydraulics, power trains, air conditioning, refrigeration and other related areas.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
HEV 1118	Orientation and Maintenance (1st 8 Week Term)	4	8	0	8
HEV 1128	Vehicle Systems (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
HEV 1138	Hydraulics (1st 8 Week Term)	4	8	0	8
HEV 1148	Refrigeration and Air Conditioning (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
HEV 1158	Power Trains (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
HEV 2118	Diesel Engines I (1st 8 Week Term)	4	8	0	8
HEV 2128	Diesel Engines II (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **62**

INDUSTRIAL DRAFTING

Program Description: The Industrial Drafting curriculum prepares the student for employment in many drafting fields. The classroom training provides a foundation in basic drafting practices and advanced drafting techniques. The student will take advanced courses in architectural, civil, and computer aided drafting. The program provides a foundation in the standards being used in business and industry. Graduates of the Industrial Drafting program are employed as draftspersons/CAD operators in the following areas: architectural, civil, electrical, mechanical, consulting engineering, civil service, state highway, and general drafting.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
IDV 1118	Basic Drafting I (1st 8 Week Term)	4	8	0	8
IDV 1128	Basic Drafting II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
IDV 1138	Advanced Drafting I (1st 8 Week Term)	4	8	0	8
IDV 1148	Advanced Drafting II (2nd 8 Week Term)	4	8	0	8
TOTAL					19

Summer Session						
IDV 1158	Architectural Drafting (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
IDV 2118	Principles of Computer Aided Drafting (CAD) (1st 8 Week Term)	4	8	0	8
IDV 2128	Topographic Drafting (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **62**

MACHINE SHOP

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students will learn advanced machining processes which include basic and intermediate CNC programming, advanced machine shop math, advanced blue print reading and surface grinding methods.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
MSV 1118	Basic Machine Shop I (1st 8 Week Term)	4	8	0	8
MSV 1128	Basic Machine Shop II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
MSV 1138	Intermediate Machine Shop I (1st 8 Week Term)	4	8	0	8
MSV 1148	Intermediate Machine Shop II (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
MSV 1158	Special Projects (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
MSV 2118	Advanced Machine Shop I (1st 8 Week Term)	4	8	0	8
MSV 2128	Advanced Machine Shop II (2nd 8 Week Term)	4	8	0	8
TOTAL					16
2nd Year	**2nd Semester**				
MSV 2138	Metals (1st 8 Week Term)	4	8	0	8
MSV 2148	Special Machining Processes (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **78**

MEAT MERCHANDISING

Program Description: The Meat Merchandising program is designed to prepare the student for entry level employment in the various related phases of processing, marketing, and merchandising of meats. Major emphasis is placed upon retail merchandising at the supermarket level. Graduates of the program have been employed in the following types of jobs: apprentice meat cutter, assistant market manager, market manager, meat buyer, meat inspector, line supervisor in food processing plant, food specialty shop employee, sausage foreman, meat sales, and hotel supply houses.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
MTV 1118	Introduction to Meat Merchandising (1st 8 Week Term)	4	8	0	8
MTV 1218	Meat Merchandising I (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
MTV 1228	Meat Merchandising II (1st 8 Week Term)	4	8	0	8
MTV 1318	Advanced Meat Merchandising I (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
MTV 1328	Advanced Meat Merchandising II (8 Week Term)	4	8	0	8
TOTAL					8

COMPLETION AWARD: Vocational Certificate (One Year) **46**

OFFICE MACHINE REPAIR

Program Description: Training in Office Machine Repair emphasizes the functions and adjustments of all standard office machines and microcomputers, as well as cleaning, repairing and estimating the cost of repairs on these machines. Live operating equipment is used in the shop so that the students may solve problems similar to those found in actual work situations.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
CEV 1118	Direct Current Circuits (1st 8 Week Term)	4	8	0	8
CEV 1128	Alternating Current Circuits (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
CEV 1138	Solid State Devices and Semiconductors (1st 8 Week Term)	4	8	0	8
OMV 1148	Introduction to Office Machines (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
OMV 1158	Electronic Office Machines I (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
OMV 2118	Electronic Office Machines II (1st 8 Week Term)	4	8	0	8
OMV 2128	Advanced Problems (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **62**

PRACTICAL NURSING

Program Description: The Practical Nursing program prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. Graduates of the twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-P. Students who complete the first semester may qualify as Nursing Assistants. This program is accredited by the Mississippi Department of Education, Office of Vocational, Technical and Adult Education.

Campus Location(s): Jackson Campus-Nursing/Allied Health Center, Vicksburg-Warren County Branch

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
Summer Session					
AHT 1012	Essential Skills for Allied Health	2	0	0	2
AHT 1021	Essential Skills for Allied Health Lab	0	2	0	1
TOTAL					3
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
PNV 1212	Basic Nutrition	2	0	0	2
PNV 1313	Body Structure and Function	2	2	0	3
PNV 1322	Growth and Development	2	0	0	2
PNV 1414	Fundamentals of Nursing	4	0	0	4
PNV 1425	Fundamentals of Nursing Lab and Clinical	0	6	8	5
TOTAL					19
1st Year	**2nd Semester**				
PNV 1437	Medical/Surgical Nursing	7	0	0	7
PNV 1447	Medical/Surgical Nursing Lab and Clinical	0	2	24	7
PNV 1513	Pharmacology	2	2	0	3
TOTAL					17
Summer Session					
PNV 1613	Maternal and Newborn Care	2	0	4	3
PNV 1714	Pediatric Nursing	3	0	4	4
PNV 1813	Psychiatric Concepts	2	0	4	3
TOTAL					10
COMPLETION AWARD: Vocational Certificate (One Year)					**49**

Note: AHT 1012 & AHT 1021 Essential Skills for Allied Health & Lab may be taken concurrently with 1st Year-1st Semester Courses.

REFRIGERATION AND AIR CONDITIONING

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Campus Location(s): Raymond

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
ACV 1118	Fundamentals of Refrigeration (1st 8 Week Term)	4	8	0	8
ACV 1128	Heat in Refrigeration (2nd 8 Week Term)	4	8	0	8
TOTAL					19

1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
ACV 1138	Compressor Operation and Application (1st 8 Week Term)	4	8	0	8
ACV 1148	Electric Motors and Controls (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
ACV 1158	Residential and Commercial Equipment (8 Week Term)	4	8	0	8
TOTAL					8
2nd Year	**1st Semester**				
ACV 2118	Introduction to Air Conditioning (1st 8 Week Term)	4	8	0	8
ACV 2128	Heating and Cooling (2nd 8 Week Term)	4	8	0	8
TOTAL					16
2nd Year	**2nd Semester**				
ACV 2138	Installing Residential & Small Commercial Equipment (1st 8 Week Term)	4	8	0	8
ACV 2148	Heat Pump and Introduction to Solar (2nd 8 Week Term)	4	8	0	8
TOTAL					16

COMPLETION AWARD: Vocational Certificate (Two Year) **78**

VOCATIONAL STUDIES
(Associate in Applied Science Degree)

Program Description: The purpose of the Vocation Studies program is to provide an opportunity for Vocational Certificate graduates to complete an Associate in Applied Science Degree. In order to be eligible to receive the associate degree, vocational majors must be admitted as a degree seeking student and have also completed the requirements for the vocational certificate in their particular vocational specialty. Either MAT 1313 College Algebra (or higher) or a science course must be completed in order to receive the AAS Degree.

Campus Location(s): District-Wide

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year - 1st & 2nd Semesters					
	Vocational Specialty (Includes all courses required for a vocational certificate which contains 32 or more semester hours).				32
Summer Session					
	Vocational Specialty (if required for certificate) OR Academic, Technical and/or Vocational Electives (approved)				8
2nd Year	**1st Semester**				
ENG 1113	English Composition I				3
	Behavioral/Social Science Elective				3
	Mathematics and/or Science Elective				3
	Academic and/or Technical Elective				3
TOTAL					12
2nd Year	**2nd Semester**				
ENG 1123	English Composition II				3
	Humanities/Fine Arts Elective				3
	Mathematics and/or Science Elective				3
	Academic and/or Technical Elective				3
TOTAL					12

COMPLETION AWARD: Associate in Applied Science Degree Vocational Studies **64**

WELDING

Program Description: The Welding curriculum is designed to prepare the student for entry level employment in the field of welding. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW), and Gas Tungsten Arc Welding (GTAW).

Campus Location(s): Raymond Campus and Utica Campus

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year	**1st Semester**				
RSV 1003	Related Studies I	2	2	0	3
WLV 1118	Introduction to Welding (1st 8 Week Term)	4	8	0	8
WLV 1128	Basic Welding Practices (2nd 8 Week Term)	4	8	0	8
TOTAL					19
1st Year	**2nd Semester**				
RSV 1013	Related Studies II	2	2	0	3
WLV 1138	Intermediate Welding Practices (1st 8 Week Term)	4	8	0	8
WLV 1148	Advanced Welding Practices (2nd 8 Week Term)	4	8	0	8
TOTAL					19
Summer Session					
WLV 1158	Blueprint Reading & Fabrication (8 Week Term)	4	8	0	8
TOTAL					8
COMPLETION AWARD: Vocational Certificate (One Year)					**46**

VOCATIONAL COURSE DESCRIPTIONS

AIRFRAME AND POWERPLANT MAINTENANCE (Aircraft Mechanics)

APV 1118 General Theory of Maintenance I 8 SH

(Prerequisite: None) A study of basic math, physics, and electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes. (4 hrs lecture, 8 hrs lab)

APV 1128 General Theory of Maintenance II 8 SH

(Prerequisite: APV 1118) A study of fuel systems, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records. (4 hrs lecture, 8 hrs lab)

APV 1138 Powerplant I 8 SH

(Prerequisite: APV 1118, APV 1128) Introduction to reciprocating engines, engine inspections, engine instrument systems, engine fire protections, lubrication, systems, and ignition systems. (4 hrs lecture, 8 hrs lab)

APV 1148 Powerplant II 8 SH

(Prerequisite: APV 1138) A study of engine electrical systems, fuel metering systems, engine fuel systems, induction systems, and reciprocating engine overhaul. (4 hrs lecture, 8 hrs lab)

APV 2118 Powerplant III 8 SH

(Prerequisite: APV 1148) A study of turbine engines and sub-systems, propellers and engine trouble-shooting. (4 hrs lecture, 8 hrs lab)

APV 2128 Airframe I 8 SH

(Prerequisite: APV 1118, APV 1128) A study of aircraft structures, sheet metal, aircraft coverings, aircraft finishing, aircraft welding. (4 hrs lecture, 8 hrs lab)

APV 2138 Airframe II 8 SH

(Prerequisite: APV 2128) A study of aircraft assembly and rigging, aircraft inspection and hydraulic and pneumatic systems. (4 hrs lecture, 8 hrs lab)

APV 2148 Airframe III 8 SH

(Prerequisite: APV 2138) A study of aircraft landing gear systems, cabin atmospheric systems, aircraft instruments systems, communication and navigation systems, ice and rain control systems and fire protection systems. (4 hrs lecture, 8 hrs lab)

AUTOMOTIVE BODY AND FRAME REPAIR

ABV 1118 Fundamentals 8 SH

(Prerequisite: None) All phases of the body repairing, use of modern tools and equipment, step by step procedure for handling typical jobs and shop safety are included in this course. (4 hrs lecture, 8 hrs lab)

ABV 1128 Removing and Replacing Defective Parts 8 SH

(Prerequisite: ABV 1118) This course includes removing and replacing of damaged parts, such as doors, panels, fenders, bumpers and hoods, with special instruction in the principles of gas and arc welding. (4 hrs lecture, 8 hrs lab)

ABV 1138 Frame Straightening and Body Alignment 8 SH

(Prerequisite: ABV 1128) Use of hydraulic jacks, frame gauges and reading dimensions; straightening of utilized and conventional frames; door and panel alignment and glass replacing are covered. (4 hrs lecture, 8 hrs lab)

ABV 1148 Paint and Surface Preparation 8 SH

(Prerequisite: ABV 1138) Course components include the use of wax and silicone removers and use of body fillers, fiber glass and sand papers. Preparing metal for painting, sanding, masking and priming is also covered. (4 hrs lecture, 8 hrs lab)

ABV 1158 Shop Management and Estimating 8 SH

(Prerequisite: ABV 1148) This course includes instruction in estimating, responsibilities of shop management, ordering materials and parts. (4 hrs lecture, 8 hrs lab

ABV 2118 Painting 8 SH

(Prerequisite: ABV 1148) Theory and techniques of automobile painting; use of acrylic lacquer, acrylic enamel, and polyurethane enamel; construction and operation of the necessary equipment such as air requirements, type of spray patterns, spray gun care and operation are areas studied in this course. (4 hrs lecture, 8 hrs lab)

ABV 2128 Special Painting Problems 8 SH

(Prerequisite: ABV 2118) This course includes the techniques and procedures used to solve problems that occur in spot painting, color matching and determining the correct finish to be applied. (4 hrs lecture, 8 hrs lab)

AUTOMOTIVE MACHINIST

AUV 1118 Preparation and Use of Resurfacing Machines 8 SH

(Prerequisite: None) This course is designed to provide the student with knowledge and skills in the use of the various types of brake servicing machines, also in the procedure for resurfacing brake drums and disk brake rotors and flywheels. (4 hrs lecture, 8 hrs lab)

AUV 1128 Piston and Connecting Rod Service 8 SH

(Prerequisite: AUV 1118) Rebuilding connecting rods; honing rods and spindles, installing for bushings; fitting and installing connecting rod and pistons and piston knurlizing. (4 hrs lecture, 8 hrs lab)

AUV 1138 Cylinder Head Rebuilding and Service 8 SH

(Prerequisite: AUV 1128) Emphasis on cleaning and rebuilding of cylinder heads; valve guides, knurlizing, replacing and installation; valve seat replacement and installation; grinding seats, valves, rocker arms, chamfering and machining for patented seal and surfacing cylinder heads. (4 hrs lecture, 8 hrs lab)

AUV 1148 Cylinder Block Service 8 SH

(Prerequisite: AUV 1138) A study of cylinder boring; a study of abrasive and honing grits; crosshatching and finishing of cylinders; of main bearing saddles, cam gearing and housing bores, and a study of speeds and feeds related to boring. (4 hrs lecture, 8 hrs lab)

AUV 1158 Crankshaft Service 8 SH

(Prerequisite: AUV 1148) Submerged arc welding of crankshafts; crankshaft grinding; radius dressing of stone mounting and balancing of wheel; radius grinding of crankshaft, straightening and centering of crankshafts; finishing and preparation for installation. (4 hrs lecture, 8 hrs lab)

AUTOMOTIVE MECHANICS

ATV 1118 Principles of Automobile Engines 8 SH

(Prerequisite: None) A study of the internal combustion engine including theory, history, parts and engine identification. Also a study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (4 hrs lecture, 8 hrs lab)

ATV 1128 Electrical Systems 8 SH

(Prerequisite: ATV 1118) Theory and servicing of the electrical system including charging and starting system, battery and wiring system. (4 hrs lecture, 8 hrs lab)

ATV 1138 Brake and Hydraulic Systems 8 SH

(Prerequisite: None) A study of the complete braking system including manual and power brake systems including disc brake and drum brake repair and overhaul. (4 hrs lecture, 8 hrs lab)

ATV 1148 Suspension and Steering Systems 8 SH

(Prerequisite: None) A complete study of the suspension system including axles, springs and related parts. Also power and manual steering systems, wheel alignment and balance. (4 hrs lecture, 8 hrs lab)

ATV 1158 Air Conditioning and Heating 8 SH

(Prerequisite: None) Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (4 hrs lecture, 8 hrs lab)

ATV 2118 Manual Transmission and Drive Line 8 SH

(Prerequisite: None) Three forward speed, four forward speed and five forward speed. Clutch types, repair and service. Drive-line service, including universal joint, service and replacement. Differential types and service procedures including ring gear, axle shaft and bearing service. Parts identification and service terminology. (4 hrs lecture, 8 hrs lab)

ATV 2128 Automatic Transmission 8 SH

(Prerequisite: None) Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (4 hrs lecture, 8 hrs lab)

ATV 2138 Engine Tune Up & Diagnostic Procedures 8 SH

(Prerequisite: ATV 1118) A study of ignition systems, carburation and fuel injection systems and related diagnostic procedures using electronic and computer based diagnostic machines. (4 hrs lecture, 8 hrs lab)

ATV 2148 Engine Overhaul 8 SH

(Prerequisite: ATV 1118, ATV 2138) Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (4 hrs lecture, 8 hrs lab)

AUTOMOTIVE VEHICLES AND ACCESSORIES MARKETING

AAV 1118 Orientation and Records Management 8 SH

(Prerequisite: None) This course is an orientation to safety, job opportunities, physical structure, and history of accessories marketing. Also included are operational procedures for accessories marketing. (4 hrs lecture, 8 hrs lab)

AAV 1218 Automotive Assemblies and Systems 8 SH

(Prerequisite: None) This course includes the function and identification of all automotive systems. Covered are engine, transmission, front suspension, brake system, electrical system, rear axle, drive line, and cooling and air conditioning system. Also included are tools and equipment used in the automotive industry. (4 hrs lecture, 8 hrs lab)

AAV 1318 Catalogs and Merchandising 8 SH

(Prerequisite: None) This course covers the use of catalogs, price sheets, display design, and advertising methods. Included is the writing of invoices and figuring discounts. (4 hrs lecture, 8 hrs lab)

AAV 1418 Internal Operations and Sales 8 SH

(Prerequisite: None) This course is the study of stock investment, stock turnover, developing sales attitude, shipping and receiving methods, and selling. (4 hrs lecture, 8 hrs lab)

AAV 1518 Supervised Sales Experience 8 SH

(Prerequisite: AAV 1118, 1218, 1318 and 1418) Study of practical experience in dealing with the public regarding the parts industry, either by role playing in a school environment or by actual work experience under supervised conditions. (2 hrs lecture, 18 hrs supervised work experience)

BARBERING

BAV 1118 Basic Practices in Barbering 8 SH

(Prerequisite: None) Basic practices include orientation, history, safety, and practical experience in handling tools and hair cutting. Practices are performed independently with supervision. (4 hrs lecture, 12 hrs lab)

BAV 1218 Elementary Practices in Barbering I 8 SH

(Prerequisite: BAV 1118) Elementary practices include practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are performed independently with supervision. (4 hrs lecture, 12 hrs lab)

BAV 1318 Elementary Practices in Barbering II 8 SH

(Prerequisite: BAV 1218) This course includes practices in sanitization and sterilization, hygiene and good grooming, hair analysis, and styling chemically processed hair. Practices are performed independently with supervision. (4 hrs lecture, 12 hrs lab)

BAV 1418 Intermediate Practices in Barbering I 8 SH

(Prerequisite: BAV 1318) This course includes practices in colors and bleach, and treatment of damaged hair. Practices are performed independently with supervision. (4 hrs lecture, 12 hrs lab)

BAV 1518 Intermediate Practices in Barbering II 8 SH

(Prerequisite: BAV 1418) This course includes a study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in giving a facial massage, rendering a plain facial, and barbering services previously introduced. (4 hrs lecture, 12 hrs lab)

BAV 1618 Advanced Practices in Barbering 8 SH

(Prerequisite: BAV 1518) This course includes the study of business management and business law applicable to shop management. Practice is included in basic first aid procedures and trimming a mustache and beard, and barbering services previously introduced. (4 hrs lecture, 12 hrs lab)

BUILDING CONSTRUCTION
BRICK, BLOCK AND STONEMASONRY OPTION

BSV 1014 Essential Skills for Brick, Block and Stonemasonry 4 SH

(Prerequisite: None) This course is composed of the essential skills from the high school Brick, Block, and Stonemasonry curriculum. This course is designed for students entering Brick, Block, and Stonemasonry who have had no previous training in the field. (2 hrs lecture, 4 hrs lab)

BSV 1213 Masonry Construction I 3 SH

(Prerequisite: None) This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (1 hr lecture, 4 hrs lab)

BSV 1223 Masonry Construction II 3 SH

(Prerequisite: BSV 1213) This course is a continuation of BSV 1213. (1 hr lecture, 4 hrs lab)

BSV 1313 Reinforced Masonry I 3 SH

(Prerequisite: None) This course is designed to give the student experience in construction of reinforced masonry. (1 hr lecture, 4 hrs lab)

BSV 1323 Reinforced Masonry II 3 SH

(Prerequisite: BSV 1313) This course is a continuation of BSV 1313. (1 hr lecture, 4 hrs lab)

BSV 1413 Block & Stonemasonry I 3 SH

(Prerequisite: None) This course is designed to give the student experience in laying blocks and stones. (1 hr lecture, 4 hrs lab)

BSV 1423 Block & Stonemasonry II 3 SH

(Prerequisite: BSV 1413) This course is a continuation of BSV 1413. (1 hr lecture, 4 hrs lab)

BSV 1513 Arch Construction I 3 SH

(Prerequisite: None) This course is designed to give the student experience in constructing arches. (1 hr lecture, 4 hrs lab)

BSV 1523 Arch Construction II 3 SH

(Prerequisite: BSV 1513) This course is a continuation of BSV 1513. (1 hr lecture, 4 hrs lab)

BSV 1614 Chimney & Fireplaces I 4 SH

(Prerequisite: None) This course is designed to give the student experience in constructing chimneys and fireplaces. (2 hrs lecture, 4 hrs lab)

BSV 1624 Chimney & Fireplaces II 4 SH

(Prerequisite: BSV 1614) This course is a continuation of BSV 1614. (2 hrs lecture, 4 hrs lab)

BUILDING CONSTRUCTION
RESIDENTIAL CARPENTRY OPTION

CAV 1014 Essential Skills for Residential Carpentry 4 SH

(Prerequisite: None) This course is composed of the essential skills from the high school Carpentry curriculum. This course is designed for students entering Carpentry who have had no previous training in the field. (2 hrs lecture, 4 hrs lab)

CAV 1115 Foundations I 5 SH

(Prerequisite: None) This course includes site selection, site preparation, blueprint reading, building forms, floor and sill framing. (2 hrs lecture, 6 hrs lab)

CAV 1125 Foundations II 5 SH

(Prerequisite: CAV 1115) This course is a study of the various types of foundations used in the building construction occupation. Applied laboratory techniques of constructing the foundations are included as an integral part of the course. (2 hrs lecture, 6 hrs lab)

CAV 1215 Framing I 5 SH

(Prerequisite: None) This course is designed to give the student experience in framing including floor, wall, and roof. (2 hrs lecture, 6 hrs lab)

CAV 1225 Framing II **5 SH**

(Prerequisite: CAV 1215) This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (2 hrs lecture, 6 hrs lab)

CAV 1315 Interior Finishing and Cabinet Making **5 SH**

(Prerequisite: None) This course includes experience in all types of interior wall covering and trim work with emphasis placed on cabinet construction. (2 hrs lecture, 6 hrs lab)

CAV 1415 Roofing & Exterior Finishing **5 SH**

(Prerequisite: None) Types of roofs, truss systems, roof bracing, stress factors, roofing materials and their application. Basic roofing techniques, including materials selection, roof styles, cost estimation and installation procedures. Types of trims (moldings, cornices, door and window trims, and wainscoting). Wall covering techniques, styles, installation and finishing. (2 hrs lecture, 6 hrs lab)

CAV 2113 Principles of Construction **3 SH**

(Prerequisite: None) A course designed to familiarize the student with the fundamentals of construction, principles involved in a typical structure, and their applications and solutions. (2 hrs lecture, 2 hrs lab)

CLOTHING AND TEXTILES SERVICES

CTV 1114 Garment Construction **4 SH**

(Prerequisite: None) An application of principles and techniques with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types. (1 hr lecture, 6 hrs lab)

CTV 1123 Alterations **3 SH**

(Prerequisite: None) Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations by hand and on the machine. (1 hr lecture, 4 hrs lab)

CTV 1134 Tailoring **4 SH**

(Prerequisite: None) The application of tailoring techniques in the construction garments using various fabrics. (1 hr lecture, 6 hrs lab)

CTV 1143 Costume Design **3 SH**

(Prerequisite: None) A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expensive details is encouraged. (1 hr lecture, 4 hrs lab)

CTV 1213 Fabric and Equipment Use and Care **3 SH**

(Prerequisite: None) An introductory course which deals with relations of use and care of equipment to production, instructions, in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing. (1 hr lecture, 4 hrs lab)

CTV 1223 Textiles **3 SH**

(Prerequisite: None) This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required. (2 hrs lecture, 2 hrs lab)

CTV 1233 Fabric and Accessory Design **3 SH**

(Prerequisite: None) A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batik, tie-dye, and stencil with in-depth applications of fabric design. (1 hr lecture, 4 hrs lab)

CTV 1313 Modeling and Grooming **3 SH**

(Prerequisite: None) This course offers a thorough treatment of the basic concepts of modeling through free and easy exercise, poise, walking, hand position, hair styles, eyelashes, photography and make up. Retailing, promotional sales and television is emphasized. (2 hrs lecture, 2 hrs lab)

CTV 1414 Home Furnishings **4 SH**

(Prerequisite: None) A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included. (1 hr lecture, 6 hrs lab)

CTV 1913 Internship **3 SH**

(Prerequisite: None) A work-experience program designed to allow the student to apply classroom learning to on-the-job situations. (9 hours supervised work experience)

COMMUNICATIONS ELECTRONICS REPAIR

CEV 1118 Direct Current Circuits 8 SH

(Prerequisite: None) Introduction to indirect-current, voltage and resistance, magnetism, whole numbers, exponents and scientific notation, complex numbers in algebraic form. (4 hrs lecture, 8 hrs lab)

CEV 1128 Alternating Current Circuits 8 SH

(Prerequisite: CEV 1118) Introduction to alternating current circuits, inductance and transformers, capacitance, resonance and filters. (4 hrs lecture, 8 hours lab)

CEV 1138 Solid State Devices and Semiconductors 8 SH

(Prerequisite: CEV 1128) Introduction to solid state devices, and basic circuitry. (4 hrs lecture, 8 hrs lab)

CEV 1148 Radio Communications 8 SH

(Prerequisite: CEV 1138) The subject covers a variety of types of AM/FM transmitters used for the electromagnetic radiation of intelligence. The course, as an option, may also include rules and regulations concerning telecommunications by means of radio transmitters. The course includes theoretical and laboratory exercises in which the student works with different types of patterns produced by transmitters. The course covers AM modulation, RF amplifiers, double side band suppressed carrier and frequency modulation. (4 hrs lecture, 8 hrs lab)

CEV 1158 Television Theory and Servicing 8 SH

(Prerequisite: CEV 1148) Television transmission and reception from a variety of sources including: cable television, satellite antenna systems, and standard television broadcast stations. Installation and maintenance of home and commercial satellite antenna systems, receivers and monitors. (4 hrs lecture, 8 hrs lab)

CEV 1168 Supervised Field Experience 8 SH

(Prerequisite: CEV 1148) Supervised and approved on-the-job training as a full-time electronic repairman or in some related electronic field. Minimum of 30 hours per week for 8 weeks. (4 hrs lecture, 8 hrs lab)

CEV 1178 Digital Logic Circuits 8 SH

(Prerequisite: CEV 1128) A study of circuit theory explained through laboratory exercises using test instruments to evaluate normal circuit functions and troubleshoot faulted circuits. (4 hrs lecture, 8 hrs lab)

CEV 2118 Video Systems Theory and Servicing I 8 SH

(Prerequisite: CEV 1148) Elements of video recording, color-under; heterodyne color processing, zero gardband systems, processing the luminance signal, color signal processing. (4 hrs lecture, 8 hrs lab)

CEV 2128 Video Systems Theory and Servicing II 8 SH

(Prerequisite: CEV 2118) Mechanical and digital logic control system. Logic gates including and/or Nand, Mor, Flip Flops, and state-of-the-art IC. Number systems from binary through hexadecimal. (4 hrs lecture, 8 hrs lab)

CEV 2138 Diagnostic Procedures I 8 SH

(Prerequisite: CEV 2128) Applied Bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. (4 hrs lecture, 8 hrs lab)

CEV 2148 Diagnostic Procedures II 8 SH

(Prerequisite: CEV 2138) Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. (4 hrs lecture, 8 hrs lab)

COSMETOLOGY

COV 1118 Basic Practices in Cosmetology 8 SH

(Prerequisite: None) An orientation of the program, sterilization, shampooing, and rinsing, scalp and hair care. (4 hrs lecture, 12 hrs lab)

COV 1128 Elementary Practices In Cosmetology 8 SH

(Prerequisite: COV 1118) Hair shaping, finger waving, styling of wigs, permanent waving, chemical hair relaxing. (4 hrs lecture, 12 hrs lab)

COV 1138 Intermediate Practices in Cosmetology 8 SH

(Prerequisite: COV 1128) A continuation of Elementary Practice and facial treatment, facial makeup, hair coloring and superfluous hair. (4 hrs lecture, 12 hrs lab)

COV 1148 Advanced Practices in Cosmetology 8 SH

(Prerequisite: COV 1138) A continuation of Intermediate Practices, hair processing, thermal waving, and curling. (4 hrs lecture, 12 hrs lab)

COV 1158 Special Problems in Cosmetology I 8 SH

(Prerequisite: COV 1148) A continuation of Intermediate and Advanced Practices and topics on dermatology, trichology, electricity, and chemistry as related to Cosmetology. (4 hrs lecture, 12 hrs lab)

COV 1168 Special Problems in Cosmetology II 8 SH

(Prerequisite: COV 1158) A continuation of Special Problems I as assigned by the instructor. (4 hrs lecture, 12 hrs lab)

ELECTRICITY AND WIRING

ELV 1118 Electricity and Electrical Safety 8 SH

(Prerequisite: None) Electrical theory; definition of terms; branch circuit calculations; safety and National Code study. (4 hrs lecture, 8 hrs lab)

ELV 1128 Residential Wiring I 8 SH

(Prerequisite: ELV 1118) Switching (single-pole, 3-way, 4-way, low voltage remote control); blueprint reading; planning and designing a residential structure; NM cable installation; continuation of National Code study. (4 hrs lecture, 8 hrs lab)

ELV 1138 Residential Wiring II 8 SH

(Prerequisite: ELV 1128) Planning the residential installation; conduit bending and installation; armored cable installation; calculation and estimating cost of the installation; and continuation of National Code. (4 hrs lecture, 8 hrs lab)

ELV 1148 Industrial Wiring I 8 SH

(Prerequisite: ELV 1138) Calculating feeder and branch circuit loads for industrial installations; bending and installation of raceways (conduits); pulling circuit wires; make up of panels and hook up of single and reversing motor controls; approved supervised work experience; special projects; continuation of National Code. (4 hrs lecture, 8 hrs lab)

ELV 1158 Industrial Wiring II 8 SH

(Prerequisite: ELV 1148) Trouble-shooting and repair of electrical circuits; 3 phase transformer installations; continued study of the National Code; special projects; approved supervised work experience. (4 hrs lecture, 8 hrs lab)

FOOD PRODUCTION AND MANAGEMENT

FPV 1113 Child Nutrition 3 SH

(Prerequisite: None) This course offers a thorough treatment of the basic concepts of nutrition from an interdisciplinary approach, sociopsychological viewpoint coupled with an application to the needs and problems of children at all age levels. Topics include the nutrient factors in American nutrition, dietary, feeding the infant, preschool and school child and the nutrition of adults. (3 hrs lecture)

FPV 1114 Food Service and Nutrition I 4 SH

(Prerequisite: None) This course involves a study of the principles of food selection, preparation, service and scientific aspects of food and nutrition as applied to the individual and the community. Topics include basic principles of cookery, high standards of production for food, efficient use of time in preparation of food, garnishes, sanitary handling of food. (2 hrs lecture, 4 hrs lab)

FPV 1124 Food Service and Nutrition II 4 SH

(Prerequisite: None) A continuation of FPV 1114. (2 hrs lecture, 4 hrs lab)

FPV 1213 Modified Diets 3 SH

(Prerequisite: None) This course is intended to help the student with factors which make dietary modification necessary to understand the effect that the patient's social, economic and religious practices have on his acceptance of dietary care. (2 hrs lecture, 2 hrs lab)

FPV 1223 Menu Planning 3 SH

(Prerequisite: None) This course deals with the planning of menus for various types of family and food service meals. Experiences are provided that will give practice in writing and evaluating menus for the various types of food services and the purpose of a menu. It also introduces the student to recipes and stresses their importance in supervising and managing quantity food service operations. (3 hrs lecture)

FPV 1313 Equipment and Interior 3 SH

(Prerequisite: None) This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit. (3 hrs lecture)

FPV 1314 Fast Foods with Lab **4 SH**

(Prerequisite: None) This course will emphasize the food preparation techniques and use of equipment and service techniques commonly utilized by fast food establishments. Salad bars, sandwiches, fried foods and beverage items will be prepared in a foods lab that accompanies this course. Instruction in counter service and cashiering will also be included. (2 hrs lecture, 4 hrs lab)

FPV 1613 Front of House Operations **3 SH**

(Prerequisite: None) This course introduces the student to the fundamentals of dining and beverage service. Emphasis is placed on the types of dining service, beverage use, service, and laws, dining service positions and duties, cashier functions, merchandising and international dining service. Laboratory practice parallels class work. (2 hrs lecture, 2 hrs lab)

FPV 1713 Small Business Operations **3 SH**

(Prerequisite: None) Designed to provide a foundation for a successful small business ownership. Planning, organizing, financing, record keeping, production, legal regulations, and sales or service promotion will be emphasized as related to operating business in the vocational area. (3 hrs lecture)

FPV 2234 Quantity Foods I **4 SH**

(Prerequisite: None) This course familiarizes the student with various aspects of quantity food service and prepares students for experiences as food service employees. Laboratory experiences provide opportunities in quantity food preparation, organizing of work, food costs, portion control and work scheduling with emphasis on production scheduling. (2 hrs lecture, 4 hrs lab)

FPV 2244 Quantity Foods II **4 SH**

(Prerequisite: None) A continuation of FPV 2234. (2 hrs lecture, 4 hrs lab)

FPV 2413 Purchasing and Storage **3 SH**

(Prerequisite: None) This course familiarizes the student with the amount of food to purchase, the quantity of food in relationship to use, food cost control and the use of production records and preparation for requisitions. Principles of storage temperatures and the correct use of storage areas will be discussed. (3 hrs lecture)

FPV 2522 Supervised Practicum I **2 SH**

(Prerequisites: FPV 1114, 1124, 1223) Work experience program designed to allow the student to apply classroom learning to on-the-job situations. (6 hrs supervised work experience)

FPV 2532 Supervised Practicum II **2 SH**

(Prerequisite: FPV 2522) A continuation of FPV 2522. (6 hrs supervised work experience)

FPV 2613 Demonstration Methods **3 SH**

(Prerequisite: None) A study of principles and techniques used in food and equipment demonstrations. An opportunity is provided for the student to practice the demonstration techniques, to observe critically a number of demonstrations and to judge objectively the work of others. (2 hrs lecture, 2 hrs lab)

FPV 2623 Baking **3 SH**

(Prerequisite: None) This course includes procedures on experimentation with various cooking methods as well as instructions on standard weights and measures, appropriate equipment, tools and utensils used in a bake shop situation. Students will be able to prepare pastries, breads, cakes, quick bread, puddings, and gelatin desserts. (2 hrs lecture, 2 hrs lab)

FPV 2713 Catering I **3 SH**

(Prerequisite: None) This course allows the student an opportunity to put into practice many of the principles of food service which she/he has learned. Practice in ordering, organizing and supervising custom preparation and service of food with emphasis on planning of menus, artistic production and service, cost calculation and alternative menus for public group services, banquets, buffets, teas, dinners, dances, etc., are included in the course. Emphasis in school food service will be in food preparation, loss of low cost items and production of menu items to meet the requirements of school food services. (2 hrs lecture, 2 hrs lab)

FPV 2723 Catering II **3 SH**

(Prerequisite: None) A continuation of FPV 2713. (2 hrs lecture, 2 hrs lab)

FPV 2813 Management **3 SH**

(Prerequisite: None) This course emphasizes the various responsibilities of food service supervisors, problems of food service business, government and other organizations handling employees, to acquaint the student with volume food management with the history of the volume food service, to outline the multiplicity of functions within the scope of quality food service supervision and management and to suggest opportunities available in industry. (3 hrs lecture)

GRAPHIC AND PRINTING COMMUNICATIONS

GPV 1118 Basic Printing I **8 SH**

(Prerequisite: None) Techniques of photo conversion, stripping and plate-making, bindery procedures. (4 hrs lecture, 8 hrs lab)

GPV 1128 Basic Printing II **8 SH**

(Prerequisite: GPV 1118) A study of image design and layout techniques. (4 hrs lecture, 8 hrs lab)

GPV 1138 Presswork I **8 SH**

(Prerequisite: GPV 1128) The study of inks, fountain solution, Ph value, press set up, press run and press clean up. (4 hrs lecture, 8 hrs lab)

GPV 1148 Presswork II **8 SH**

(Prerequisite: GPV 1138) The operation and maintenance of presses and duplicators, the operation of a 2-color T-head, press adjustments and the operation of chain and pan delivery systems, the operation of presses with 2, 3 and 4 main cylinder designs. (4 hrs lecture, 8 hrs lab)

GPV 1158 Advanced Printing **8 SH**

(Prerequisite: GPV 1148) Advanced techniques in image assembly, photo conversion, stripping and platemaking, operating duplicators and presses. Bindery procedures which includes the study of paper, paddjng, bookbinding, and operating the various machines used in bindery. (4 hrs lecture, 8 hrs lab)

GPV 1168 Printing Specialization **8 SH**

(Prerequisite: GPV 1158) Independent and concentrated study in an area of special interest to the student. (4 hrs lecture, 8 hrs lab)

GPV 1178 Supervised Work Experience **8 SH**

(Prerequisite: GPV 1168) Practical work experience under supervised conditions at a professional printing firm or in-plant shop. (4 hrs lecture, 12 hrs supervised work experience)

HEAVY EQUIPMENT MAINTENANCE (DIESEL/TRUCK MECHANIC)

HEV 1118 Orientation and Maintenance **8 SH**

(Prerequisite: None) A study of safe shop practices, equipment maintenance, and component evaluation. (4 hrs lecture, 8 hrs lab)

HEV 1128 Vehicle Systems **8 SH**

(Prerequisite: HEV 1118) A study of electrical starting and charging systems, air compressors, and other related vehicle support systems. (4 hrs lecture, 8 hrs lab)

HEV 1138 Hydraulics **8 SH**

(Prerequisite: HEV 1118) A study of fluid power and its application to braking and handling systems. (4 hrs lecture, 8 hrs lab)

HEV 1148 Refrigeration and Air Conditioning **8 SH**

(Prerequisite: HEV 1118) A study of the theory and repair of refrigeration trailers and tractor air conditioning. (4 hrs lecture, 8 hrs lab)

HEV 1158 Power Trains **8 SH**

(Prerequisite: HEV 1118) A study of theory and repair of clutches, transmissions, final drives, and brakes. (4 hrs lecture, 8 hrs lab)

HEV 2118 Diesel Engines I **8 SH**

(Prerequisite: HEV 1118) A study of the theory of two-stroke and four-stroke cycle diesel engines, governor operation, fuel injection, and air induction practices. (4 hrs lecture, 8 hrs lab)

HEV 2128 Diesel Engines II **8 SH**

(Prerequisite: HEV 2118) A study of diesel engine rebuilding and tune-up procedures. (4 hrs lecture, 8 hrs lab)

INDUSTRIAL DRAFTING

IDV 1118 Basic Drafting I **8 SH**

(Prerequisite: None) Introduction to drafting and the graphic language, mechanical drawing, lettering, geometrical construction, reproduction and control of drawings, sketching and shape description. (4 hrs lecture, 8 hrs lab)

IDV 1128 Basic Drafting II **8 SH**

(Prerequisite: IDV 1118) Dimensioning, multiview projection, sectional views, auxiliary views. (4 hrs lecture, 8 hrs lab)

IDV 1138 Advanced Drafting I **8 SH**

(Prerequisite: IDV 1128) Revolutions, axonometric projections, oblique projection, perspective, threads and fasteners and spring, gearing and cams. (4 hrs lecture, 8 hrs lab)

IDV 1148 Advanced Drafting II **8 SH**

(Prerequisite: IDV 1138) Designs and working drawings. (4 hrs lecture, 8 hrs lab)

IDV 1158 Architectural Drafting **8 SH**

(Prerequisite: IDV 1148) Structures, essentials of planning, from ideas to reality, complete related study guide, and also do 25 detailed drawings and a set of plans. (4 hrs lecture, 8 hrs lab)

IDV 2118 Principles of Computer Aided Drafting (CAD) **8 SH**

(Prerequisite: IDV 1158) Introduction to the basics concepts and components of CAD systems, the command structure, basic 2D drawings and editing commands, dimensioning, symbol libraries, perspective drawings, and plot generation. (4 hrs lecture, 8 hrs lab)

IDV 2128 Topographic Drafting **8 SH**

(Prerequisite: IDV 1158) Signs, symbols, interpretation, contours, mapping, and procedures for the production of maps. (4 hrs lecture, 8 hrs lab)

INDUSTRIAL MAINTENANCE TRADES

IMV 1014 Essential Skills for Industrial Maintenance Trades **4 SH**

(Prerequisite: None) This course is composed of the essential skills from the high school Industrial Maintenance Trades curriculum. This course is designed for students entering the Industrial Maintenance programs who have no previous training in the field. (2 hrs lecture, 2 hrs lab)

IMV 1113 Industrial Maintenance Plumbing **3 SH**

(Prerequisite: None) This course is designed to prepare students in the field of plumbing as related to industrial maintenance. (1 hr lecture, 4 hrs lab)

IMV 1214 Maintenance Welding and Metals I **4 SH**

(Prerequisite: None) This course is designed to give the student experience in various welding applications used in industrial maintenance. (1 hr lecture, 6 hrs lab)

IMV 1224 Maintenance Welding and Metals II **4 SH**

(Prerequisite: IMV 1214) This course is a continuation of IMV 1214. (1 hr lecture, 6 hrs lab)

IMV 1314 Maintenance of Heating, Ventilating, and Air Conditioning I **4 SH**

(Prerequisite: None) This course is designed to give the student experience in maintaining heating, ventilating, and air conditioning systems. (1 hr lecture, 6 hrs lab)

IMV 1324 Maintenance of Heating, Ventilating, and Air Conditioning II **4 SH**

(Prerequisite: IMV 1314) This course is a continuation of IMV 1314. (1 hr lecture, 6 hrs lab)

IMV 1414 Industrial Maintenance Electricity I **4 SH**

(Prerequisite: None) This course is designed to give the student experience in practical application in industrial wiring and repair. (1 hr lecture, 6 hrs lab)

IMV 1424 Industrial Maintenance Electricity II **4 SH**

(Prerequisite: IMV 1414) This course is a continuation of IMV 1414. (1 hr lecture, 6 hrs lab)

IMV 1513 Structural Repair **3 SH**

(Prerequisite: None) This course is designed to give the student experience in estimating and making repairs of wood, metal, and masonry structures. (1 hr lecture, 4 hrs lab)

MACHINE SHOP

MSV 1118 Basic Machine Shop I **8 SH**

(Prerequisite: None) Shop safety, shop math, blueprint reading, bench work, drill press, measuring tools, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 1128 Basic Machine Shop II **8 SH**

(Prerequisite: MSV 1118) Shop safety, shop math, blueprint reading, measuring tools, introduction to lathe, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 1138 Intermediate Machine Shop I **8 SH**

(Prerequisite: MSV 1128) Safety, intermediate blueprint reading, lathe operations, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 1148 Intermediate Machine Shop II **8 SH**

(Prerequisite: MSV 1138) Safety, intermediate blueprint reading, bandsaw machining, vertical milling operations, horizontal milling operations, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 1158 Special Projects **8 SH**

(Prerequisite: None) Safety, shop math, welding, metric system, foremanship, special projects. (4 hrs lecture, 8 hrs lab)

MSV 2118 Advanced Machine Shop I **8 SH**

(Prerequisite: MSV 1158) Safety, advanced blueprint reading, shapers and planers, shop projects. (4 hr lecture, 8 hr lab)

MSV 2128 Advanced Machine Shop II **8 SH**

(Prerequisite: MSV 2118) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 2138 Metals **8 SH**

(Prerequisite: MSV 2128) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (4 hrs lecture, 8 hrs lab)

MSV 2148 Special Machining Processes **8 SH**

(Prerequisite: MSV 2138) Safety, measuring machines, numerical control machining, electrical discharge machining and shop projects. (4 hrs lecture, 8 hrs lab)

MEAT MERCHANDISING

MTV 1118 Introduction to Meat Merchandising **8 SH**

(Prerequisite: None) This course consists of the identification of wholesale and retail cuts of meat. The course also includes preparation and serving of meat products. Background information is provided on dressing, chilling, storage, sanitation, inspection, grading, curing, and smoking procedures for different types of meat products. (4 hrs lecture, 8 hrs lab)

MTV 1218 Meat Merchandising I **8 SH**

(Prerequisite: MTV 1118) This course is the study of breaking carcasses into wholesale boxed cuts of beef, pork, and lamb; preparing basic retail cuts from wholesale boxed cuts; boning procedures; and packaging. (4 hrs lecture, 8 hrs lab)

MTV 1228 Meat Merchandising II **8 SH**

(Prerequisite: MTV 1218) This course includes cutting and merchandising poultry, and fish products; merchandising of smoked meat counter; refrigeration; and display techniques of poultry, fish and smoked meats. (4 hrs lecture, 8 hrs lab)

MTV 1318 Advanced Meat Merchandising I **8 SH**

(Prerequisite: MTV 1228) This course includes advanced merchandising techniques including wholesale purchasing, meat pricing and forecasting gross profits, gross profit control yield data, and conducting cutting test. (4 hrs lecture, 8 hrs lab)

MTV 1328 Advanced Meat Merchandising II **8 SH**

(Prerequisite: MTV 1318) This course is a special study of meat merchandising as it affects the many different phases of the meat industry. The course includes salesmanship and customer relations. (4 hrs lecture, 8 hrs lab)

OFFICE MACHINE REPAIR

OMV 1148 Introduction to Office Machines **8 SH**

(Prerequisite: CEV 1138) Introduction to the office machine field. The student is taught terminology, tools, tool care and safety. (4 hrs lecture, 8 hrs lab)

OMV 1158 Electronic Office Machines I **8 SH**

(Prerequisite: OMV 1148) Digital logic circuits and the study of adjustment and repair of electronic typewriters and calculators. (4 hrs lecture, 8 hrs lab)

OMV 2118 Electronic Office Machines II **8 SH**

(Prerequisite: OMV 1158) A continuation of Office Machines I and introduction to repair of personal computers. (4 hrs lecture, 8 hrs lab)

OMV 2128 Advanced Problems **8 SH**

(Prerequisite: OMV 2118) A study of failure and analysis of personal computers and peripheral devices. (4 hrs lecture, 8 hrs lab)

PRACTICAL NURSING

PNV 1212 Basic Nutrition **2 SH**

(Prerequisite: None) This course consists of a study of nutrition for a normal and healthy person. Digestion, metabolism, and diet therapy are introduced. (2 hrs lecture)

PNV 1313 Body Structure and Function **3 SH**

(Prerequisite: None) This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (2 hrs lecture, 2 hrs lab)

PNV 1322 Growth and Development **2 SH**

(Prerequisite: None) This course is a study of the normal developmental processes of humans from infancy to death, including physical, emotional, social, and intellectual aspects. (2 hrs lecture)

PNV 1414 Fundamentals of Nursing **4 SH**

(Prerequisite: None) This course includes orientation to program policies, overview of nursing history, legal aspects of nursing, the role of the practical nurse in health care and leadership development through student organizations. Also, this course provides the student with knowledge and skills necessary to care for the patient. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. Included is preparation to assist the patient in meeting basic living needs. Laboratory and clinical experiences are provided, considering all age groups. (4 hrs lecture)

PNV 1425 Fundamentals of Nursing Lab and Clinical **5 SH**

(Prerequisite: PNV 1414) Supervised clinical experience in fundamentals of nursing for all age groups. Develop skills to assist patient in meeting basic living needs. (6 hrs lab, 8 hrs supervised work experience)

PNV 1437 Medical/Surgical Nursing **7 SH**

(Prerequisite: None) This course includes the disorders of the various systems of the body. The student learns to interpret signs and symptoms indicating condition of the adult patient. Help is provided in meeting the daily needs of adult patients through adaptations in personal care, sleep and rest, nutrition and fluids, elimination, body alignment, environment, emotional health, spiritual comfort, mental hygiene, and diversion and recreation. (7 hrs lecture)

PNV 1447 Medical/Surgical Nursing Lab and Clinical **7 SH**

(Prerequisite: PNV 1437) Supervised clinical experience for application of medical/surgical theory and administration of medications. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. (2 hrs lab, 24 hrs supervised work experience)

PNV 1513 Pharmacology **3 SH**

(Prerequisite: None) This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. (2 hrs lecture, 2 hrs lab)

PNV 1613 Maternal and Newborn Care 3 SH

(Prerequisite: None) This course is designed to study the processes involved from conception to delivery and newborn care. The student will be prepared to care for the expectant mother, newborn, and family unit during normal and complicated pregnancy and delivery. Clinical experience includes perinatal, labor, delivery, postpartum, and newborn periods. (2 hrs lecture, 4 hrs supervised work experience)

PNV 1714 Pediatric Nursing 4 SH

(Prerequisite: None) This course prepares the student to care for the normal and abnormal conditions of childhood in all age ranges. Nursing process is included in the care of each child and their specific disorder. Clinical experience is provided to enhance application of theory previously learned. (3 hrs lecture, 4 hrs supervised work experience)

PNV 1813 Psychiatric Concepts 3 SH

(Prerequisite: None) This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (2 hrs lecture, 4 hrs supervised work experience)

REFRIGERATION AND AIR CONDITIONING

ACV 1118 Fundamentals of Refrigeration 8 SH

(Prerequisite: None) Introduction to refrigeration, theory and principles; systems, cycles and classification, nature and effect, heat and energy. Temperature measurements and characteristics of refrigerants. Tools, refrigeration fittings, basic electricity, electrical test equipment, soldering, principle and procedures. (4 hrs lecture, 8 hrs lab)

ACV 1128 Heat in Refrigeration 8 SH

(Prerequisite: ACV 1118) Principles of charging. Methods of heat transfer. Compressor design and function, major metering devices, electrical components and leak detection. Refrigeration oils, dehydration, vacuum pumps, filters and dryers. (4 hrs lecture, 8 hrs lab)

ACV 1138 Compressor Operation and Application 8 SH

(Prerequisite: ACV 1128) Effect of pressure in evaporators, condensers, electrical wiring diagrams, factors affecting heat transfer, and insulation values, flow control, charging and testing procedure. (4 hrs lecture, 8 hrs lab)

ACV 1148 Electric Motors and Controls 8 SH

(Prerequisite: ACV 1138) Controls and supplementary controls, nonmechanical refrigeration systems. Electrical devices used in refrigeration and automotive air conditioning. (4 hrs lecture, 8 hrs lab)

ACV 1158 Residential and Commercial Equipment 8 SH

(Prerequisite: ACV 1148) Window units, central systems, cooling towers, humidifiers, filters, self-contained and built-up systems or approved supervised work experience. (4 hrs lecture, 8 hrs lab)

ACV 2118 Introduction to Air Conditioning 8 SH

(Prerequisite: ACV 1148) Principles of comfort cooling, types of equipment. Psychrometric process and application. Heat sources and methods of heat transfer. Introduction to estimating and calculations for heating and cooling. (4 hrs lecture, 8 hrs lab)

ACV 2128 Heating and Cooling 8 SH

(Prerequisite: ACV 2118) Load calculations for residential and light commercial. Air distribution and duct design, duct sizing, selection of grills and registers, types of fans, air velocity and fan performance. Introduction to air testing instruments. (4 hrs lecture, 8 hrs lab)

ACV 2138 Installing Residential and Small Commercial Equipment 8 SH

(Prerequisite: ACV 2128) Room air conditioners, self-contained water-cooled and air-cooled units, air-cooled condensers, electric heating, cooling towers and controls. (4 hrs lecture, 8 hrs lab)

ACV 2148 Heat Pump and Introduction to Solar 8 SH

(Prerequisite: ACV 2138) R.S.E.S. Heat pump course. History of heat pump design, early application and operating principles. Introduction to principles and applications of solar. (4 hrs lecture, 8 hrs lab)

RELATED STUDIES (VOCATIONAL)

RSV 1003 Related Studies I **3 SH**

(Prerequisite: None) This course is designed for vocational students who lack entry level skills in mathematics, English, science, etc., which are necessary for success in their chosen occupational program. Enrollment is required for all students who: 1) score less than the 10th grade level on the standardized Test of Adult Basic Education (TABE), 2) have not graduated from high school and need to achieve the GED high school equivalency diploma, or 3) require advanced related studies instruction for success in their occupational program. This course is waived and not required for all others. Generally, instruction is individually prescribed and learning is self-paced. Upon the achievement of the required competencies, students may exit the course immediately without further attendance. (2 hrs lecture, 2 hrs lab)

RSV 1013 Related Studies II **3 SH**

(Prerequisite: RSV 1003) This course is a continuation of Related Studies I. (2 hrs lecture, 2 hrs lab)

WELDING

WLV 1118 Introduction to Welding **8 SH**

(Prerequisite: None) Safe use of welding equipment, oxygen-acetylene welding and cutting, basic welding theory, electrode selection and arc welding in the flat and horizontal position. (4 hrs lecture, 8 hrs lab)

WLV 1128 Basic Welding Practices **8 SH**

(Prerequisite: WLV 1118) Arc welding in the vertical and overhead positions with various electrodes, use of measuring and related tools. (4 hrs lecture, 8 hrs lab)

WLV 1138 Intermediate Welding Practices **8 SH**

(Prerequisite: WLV 1128) Gas tungsten arc welding (tig) metal inert gas welding (mig). (4 hrs lecture, 8 hrs lab)

WLV 1148 Advanced Welding Practices **8 SH**

(Prerequisite: WLV 1138) Practical performance of all welding processes; i.e., shielded metal arc welding, (tig and mig), and physical testing (ASME and AWS). (4 hrs lecture, 8 hrs lab)

WLV 1158 Blueprint Reading and Fabrication **8 SH**

(Prerequisite: None) Basic blueprint reading, shop math, and structural fabrication. (4 hrs lecture, 8 hrs lab)

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NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

NOTICE OF NON-DISCRIMINATORY POLICY FOR STUDENTS AND EMPLOYEES

In compliance with Title VII, Civil Rights Act of 1964, Education Amendments of 1972 to the Higher Education Act, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, Executive Order 11246 and Revised Order No. 4, Hinds Community College assures that no one shall, on the grounds of race, color, national origin, religion, sex, age, or disability be excluded from participation in or be denied the benefits of or otherwise be subject to discrimination in any program or activity of the College. Hinds Community College is an equal opportunity employer and welcomes students and employees alike without regard to race, color, national origin, religion, sex, age, or disability.

HINDS COMMUNITY COLLEGE
Application for Admission

- **Type or Print**
- **Give Full Name**
- **No Nicknames**
- **Complete all sections**
- **Incomplete applications will be returned and could delay your entrance**

PLEASE RETURN TO:

Office of Admission and Records
Hinds Community College
Raymond, MS 39154-9799

Telephone: 857-3212

_____
Last Name First Middle/Maiden

BIRTHDATE _____ AGE _____ HOME PHONE NUMBER ( ) _____

_____
Student's Mailing Address Number Street/Box City County State Zip

If less than a year, list previous address _____

If your place of birth is outside of the United States, are you now a legal resident? ☐ Yes ☐ No If yes, list alien number_____

If under age 21 list name and address of parent or legal guardian:

_____ / _____
Last Name First Middle Street/Box City State Zip

SEX: ☐ Male ☐ Female RACE: ☐ Non-Resident Alien (1) ☐ Asian or Pacific Islander (4) ☐ Black Non-Hispanic (2) ☐ Hispanic (5) ☐ American Indian or Alaskan Native (3) ☐ White Non-Hispanic (6)

CHURCH PREFERENCE: ☐ Baptist (1) ☐ Methodist (2) ☐ Presbyterian (3) ☐ Catholic (4) ☐ Episcopal (5) ☐ Church of Christ (6) ☐ Other (7)

Application is requested for term beginning: ☐ Fall ☐ Spring ☐ Summer 19 _____ ☐ **Day** ☐ **Evening**

FIELD OF STUDY: _____

CURRICULUM: ☐ Academic ☐ Technical ☐ Vocational ☐ CEU/AVE

LOCATION(S) YOU PLAN TO ATTEND: ☐ Jackson-Academic/Technical Center (JK) ☐ Jackson-Universities Center (UV)
☐ Jackson-Nursing/Allied Health Center (NA) ☐ Rankin Campus (RK) ☐ Raymond Campus (RY) ☐ Utica Campus (UT)
☐ Vicksburg-Warren County Branch (VB)

STUDENT STATUS: (Check only one)
☐ Beginning Freshman
☐ Transfer from another college or student with college degree

Name of last college attended _____
Name City State

Name you attended under _____ (Dates) _____
Are you eligible for immediate readmission? ☐ Yes ☐ No
☐ Former Hinds Community College student? ☐ Yes ☐ No

Dates of attendance _____ Program _____ Campus _____

Name you attended under _____ (Dates) _____

Last college attended since leaving Hinds _____
Name City State

BASIS FOR ADMISSION: (Check only one)
☐ Beginning Freshman
☐ First-time freshman completing 17 high school units plus achieving a standard score of 18 or higher on the first writing of the ACT
☐ Satisfactory scores on the General Education Development Test (GED)
☐ Non-high school graduate (FOR VOCATIONAL STUDENTS ONLY)
☐ College transfer student
☐ Readmission to Hinds Community College

High School attended _____
Name of School City State Graduation Date

SIGNATURE OF APPLICANT _____ Date _____

SOCIAL SECURITY NUMBER _____

FALSIFICATION OF INFORMATION IS A BASIS FOR DENYING ADMISSION OR FOR IMMEDIATE TERMINATION OF ENROLLMENT.

R1-93/AdmissApp/CatalogDsk1/ldm

MAIL DIRECTLY TO:

Hinds Community College
Housing - Raymond Campus
Raymond, MS 39154-9799

OR

Hinds Community College
Housing - Utica Campus
Utica, MS 39175-9599

HINDS COMMUNITY COLLEGE
RESIDENCE HALL ROOM APPLICATION

If you desire on-campus housing accommodations, please complete this application and return it to your campus preference.

Soc. Sec. No. _____ Phone No. _____

(Print)
Name _____
Last First Middle

Address _____

City _____ County _____ State _____ Zip _____

1. A check or money order in the amount of $50 (NO CASH) payable to HINDS COMMUNITY COLLEGE must accompany this form if housing is requested. This $50 room deposit will remain on record for the duration of your residency and may be used totally or in part for any damages incurred.
2. Are you legally disabled? ☐ Yes ☐ No If yes, what is your disability?

   _____
3. If room space is not available on your requested campus, would you consider another campus.? ☐ Yes ☐ No
4. Preferred roommate's name _____
   Last First Middle

   Roommate's Social Security No. _____

   Applicant's Signature _____
5. Smoking status of room assignment. ☐ Non-smoking ☐ Smoking

NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING REMEMBER TO ENCLOSE $50 CHECK PAYABLE TO HINDS COMMUNITY COLLEGE

6. Please check ALL semesters you wish to reside in Campus Housing.
   - ☐ Fall Semester 19 _____
   - ☐ Spring Semester 19 _____
   - ☐ 1st Summer Session 19 _____
   - ☐ 2nd Summer Session 19 _____

RAYMOND CAMPUS

7. First time entering student - Rank order preference 1 or 2.
   ☐ MALE ☐ FEMALE

   ___ Virden Hall ___ Davis Hall
   ___ Williams Hall ___ Hardy-Puryear Hall
8. Returning to Hinds (Sophomore)
   ☐ MALE ☐ FEMALE

   ☐ Sheffield-Woolley Hall ☐ Marshall Hall
   ☐ Greaves Hall ☐ Allen-Whitaker Hall
9. Honors Hall for sophomores with a 2.75 GPA or higher.

   ☐ Greaves Hall (Men) (Suites 201-205) ☐ Main Hall (Female) Non-Smoking

UTICA CAMPUS

☐ **MEN** ☐ **WOMEN**

☐ B.E. Lewis Hall ☐ Maggie Dunston Hall
☐ Newton-Walker Hall

FOR OFFICE USE ONLY

Campus _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Residence Hall _____
Room No. _____
Receipt No. _____

NOTE: ALL ADMISSION REQUIREMENTS MUST BE MET BEFORE A ROOM ASSIGNMENT CAN BE MADE. ALL FEES MUST BE PAID BEFORE A KEY TO YOUR RESIDENCE HALL ROOM WILL BE ISSUED.

R2-93/HousApp/CatalogDsk1/kdm

Hinds Community College
Raymond, Mississippi 39154-9799